# PARIS DESIGNER USER MANUAL





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The Paris Designer User Manual
First Published, August 1998
Second Edition 1999
Reprinted with corrections, May 1999
Third Edition, August 1999
Fourth Edition, February, 2000 (CD-ROM Edition)
Fifth Edition, December, 2000 (CD-ROM Edition)
Sixth Edition, Paris Version 3, February 2001 (CD-ROM Edition)

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Printed in Australia

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#### THE PARIS SYSTEM

Paris is the latest development in document management systems from XLPrint Software and provides you with the complete solution to the design, maintenance and control of your documents.

Paris is a modular system that combines powerful document design, distribution, archiving and retrieval facilities in the Designer, the Spooler and the Conversion Manager modules. Using all or a combination of modules, a document management system can be created that meets the individual needs of your organization.

#### THE PARIS DESIGNER

The Designer is the PC-based document design module with a user-friendly WYSIWYG design platform and a powerful, yet easy to use, set of tools that enable you to create and modify designs for your documents exactly as you like.

#### THE PARIS SPOOLER

The Spooler is the heart of your document production system. It is here that your documents are formatted with your designs and distributed.

The Spooler is printer independent and allows you to send your documents to any connected laser printer or fax in your organization. Documents produced in the Spooler can be indexed and archived for later retrieval.

#### THE PARIS CONVERSION MANAGER

The Conversion Manager is the utility used to convert resources from the range of Xerox high-speed printers into the Paris system.

#### **ABOUT THIS MANUAL**

This manual describes the use of the Paris Designer system and the editors within the system, the Environment Editor and the Form Editor.

To be used in combination with this manual is the *Paris Designer Reference Manual* which contains detailed information on the use of each function, menu and dialogue within the Paris Designer editors.

#### ????

While every effort is made to keep the information in this manual up-todate, you may find that the Paris Help available in your Paris Designer system provides the most *current* information.

Paris Help contains all the information available in the Paris manuals, is fully indexed and is constantly updated and improved.

????

#### **ORGANIZATION AND CONTENT**

This manual is divided into four parts:

Part One which introduces the Paris Designer and includes Chapters 1, 2, 3 and 4.

Part Two which contains Chapters 5 to 10 which are all relevant to the functions within the Environment Editor.

Part Three which consists of Chapter 11 and describes the use of the Form editor and all the Paris tools.

Part Four which contains the appendices and index.

Part One		
Chapter 1: Introduction to the Paris Designer	The Paris Designer and the concepts fundamental to the Paris system.	
Chapter 2: Getting Started with the Paris Designer	The terms used in this manual & the components common to both editor windows.	
Chapter 3: Designing your first Environment	The step-by-step processes required to design an environment.	
Chapter 4: Creating your first Form	How to switch editors and create a form for the environment.	
1	Part Two	
Chapter 5: Editing Text Blocks	How to edit the data in individual text blocks.	
Chapter 6: Manipulating Text Blocks	How text blocks can be copied, clipped and deleted.	
Chapter 7: Using Events	The use of conditional processes (events) to control the incoming data.	
Chapter 8: Using Fields	How to create and use fields; insert into text; to generate a chart; to add a graphics file.	
Chapter 9: Using Forms and Page Definitions	Includes the use of multiple forms and page definitions.	
Chapter 10: Using Dynamic Form Elements	Dynamic form elements and their use is described.	
Part Three		
Chapter Eleven: Using the Form Editor	Form design guidelines are given. Creating a form and the use of the Tools Bar is described.	
	Part Four	
Appendix A: Using the Keyboard in the Environment Editor Appendix B: Using the Keyboard in the Form Editor Appendix C: Filenames and Directories Index		

#### SYMBOLS USED IN THIS MANUAL

Symbols will appear regularly in the text or in the column adjacent to the text to mark special information that supplements the textual theme or topic.

The symbols may flag additional information such as suggestions, advice or warnings or may be an illustration of the topic of the text.

The symbols used in this manual are as follows:

# NOTE: This symbol indicates advice or elaborates on a topic in the text. ✓ TIP: This symbol indicates a practical hint. **WARNING!**This symbol is to draw your attention to a significant item or topic.

# INTRODUCING THE PARIS DESIGNER

This chapter introduces you to the Paris Designer and describes the background to the development of the Paris system. The concepts that are fundamental to the PARIS system are explained.

#### IN THIS CHAPTER...

- AN OVERVIEW OF THE PARIS DESIGNER
- **PARIS CONCEPTS**

#### AN OVERVIEW OF THE PARIS DESIGNER

The Paris Designer is a versatile document management system that allows you to design the look of your document outputs and add intelligent processing. Users of the Designer need stock only plain paper and may change the look of their documents instantly in response to changing markets and legislation, without wastage or delays.

#### HISTORICAL BACKGROUND

In many cases, your business applications are designed to produce simple lineprinter data. This data (referred to as printstream data) normally consists of characters and line ends which print on line-printers that use ordinary, monospaced typefaces.

In order to improve the appearance of your line-printer documents, you are required to use expensive, pre-printed forms. You are immediately presented with certain disadvantages, such as:

- Most forms are continuous feed and multi-part which introduces post-printing effort such as bursting and de-collating.
- Pre-printed forms are expensive and restrictive.
- Pre-printed forms ultimately become redundant when changes are required (such as relocation or the introduction of new systems).

The advent of laser printers cleared the way for cut-sheet printing and presented the potential for distributed printing (printing at the point of need). These printing capabilities meant that any image could be reproduced on paper, and opened the way for the use of electronic forms, attractive fonts, company logos and signatures and, ultimately, color.

Desktop applications immediately took full advantage of these remarkable features and small laser printers started appearing on desks throughout organizations. The irony of this revolution is that the business applications still only produced line-printer type printstream data, with the result that the benefits of laser printing bypassed the data-processing area of most organizations.

Through the use of the Paris Designer the benefits of laser printing can now be acquired by such organizations.

#### THE PARIS DESIGNER

The Paris Designer addresses the deficiencies presented with line-printer data by accepting the printstream data and, through intelligent application, enhancing the output which can then be laser printed. The result is an attractive, highly formatted set of documents, with no changes required at the host program.

In the Designer, the formatting you apply to the printstream data is termed an 'environment'. These environments are printer independent and will generate the appropriate output in the language that your laser printer will require. An environment can be saved and applied to any future printstream data that may be loaded.

Designing an environment is achieved via the Paris Designer's Environment Editor. This editor is used to determine the new appearance of your documents, including the addition of electronic forms, the position and appearance of the data, the creation of unique documents through the use of extracted printstream data and so on.

The Paris Designer's Form Editor is used to create the electronic forms for an environment. Elements such as text, lines, boxes, circles, charts and graphics can be added to a form. Particular characteristics for each element can be defined, as in the border and color of a box, or the members of a chart.

The Designer's user-friendly WYSIWYG platform is designed for ease-of-use and instantly displays any changes you make. The design process is enhanced by the Designer's 'switch' facility which allows you to rapidly switch from one editor to the other to manipulate the relevant data or form element and 'fine-tune' your overall design.

Elements created in both editors can be seen simultaneously, with each editor's elements distinguished by color and access only to those elements created in the current editor.

The concepts mentioned above, such as 'environment', 'printstream data', 'elements' and so on, and their significance to the Designer are explained on the following pages.

#### PARIS DESIGNER CONCEPTS

The concepts that are described in this section are fundamental to the Paris Designer.

To understand the processes involved in using the Designer, it is important for you to read the following. A familiarity with the concepts is necessary when you reach the stage of designing an environment.

#### IN THIS SECTION...

- ENVIRONMENTS
- PRINTSTREAM DATA
- Page definition (pagedef)
- **TEXT BLOCKS**
- ELEMENTS
- EVENTS (CONDITIONAL PROCESSING)
- FORMS

#### **ENVIRONMENTS**

In everyday life, an environment can refer to a setting, medium, circumstance or surroundings. When you set out to design any environment, you define the visible and invisible rules that you want to apply, such as where objects are placed and when changes are to occur. So it is with creating an environment in the Paris Designer.

In the Designer, environments are designed in the Environment Editor, and each environment is the setting, or set of rules, that is defined for the formatting of printstream data.

#### A 'Set of Rules'





Specifically, an environment in the Paris Designer is a set of rules that govern the formatting and printing of *printstream data*. The rules relate to *page definitions*, *text blocks*, *forms*, *elements* and *events* which are all Paris concepts. You can set these rules to exactly achieve the type of environment you require and, since you set the rules, you can change them at any time.

For example, when you first design an environment, you would:

- Load a sample of the printstream data,
- Set the rules for the data (page layout, text blocks, form, elements and so on),
- Observe the effect of the rules on the sample data, and
- Save the environment.

The saved environment can then be applied to any suitable printstream data. Therefore, in the future, you would:

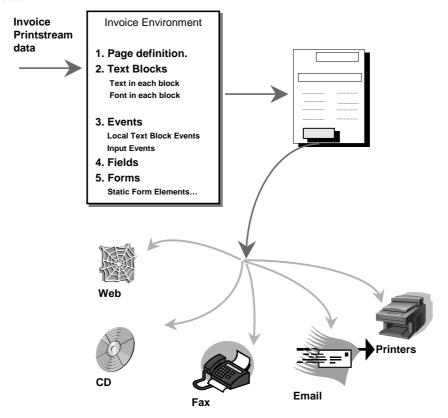
- Select the environment,
- Automatically load the printstream data which would be immediately formatted according to the environmental rules, and
- Automatically send the formatted documents to the required output device(s).

#### For example:

An organization regularly distributes a large number of invoices which have previously been printed on a line printer.

Using the Designer, an environment has been designed for the data, including the design of any electronic forms.

Each month, when the invoices are to be distributed, the environment INVOICE.ENV is applied to the invoice printstream data. The data is immediately formatted according to the environmental rules and is ready to be sent to the relevant output devices.



#### More about environments...

- You can use either of the Environment Editor's default environments as a template for an environment.
- You can use environments you have already designed as templates for other, similar environments.
- You can have as many environments as you have types of documents.
- You can change the rules in an environment.

#### How do you 'set the rules'?

Each chapter of this manual describes how to set the rules, however Chapters Three and Four provide step-by-step instructions on how to design your first environment and form. The chapters that follow increase in complexity as they describe the use of each concept (how to set the rules).

Continue reading the remaining sections of this chapter to learn more about the rules and the Designer concepts.

#### PRINTSTREAM DATA



As previously explained, most business applications are designed to produce simple data intended for a line-printer. This data normally consists of rows of characters and line ends and we refer to this as *printstream data*.

Using the Designer, the printstream data sent from the host computer is intercepted, and an environment is designed for the data (or one that has already been designed is applied to the data). With its added environment, the data is ready to be sent to the selected output devices.

#### PAGE DEFINITION







Page definitions (also called *pagedefs*) contain the page settings such as the page orientation (portrait or landscape) and the printable area of the page. Pagedefs also contain the information which breaks up and positions the printstream data on the page into text blocks.

A page definition can be stored within an environment (internally) or made available to any environment (externally).

#### **TEXT BLOCKS**

Mrs. Margaret Atherton

107 St Jude's Way, Brampton,

Text blocks are stored within a page definition. Text blocks contain settings which determine how many lines of data are to be printed on any part of the page. For example, one text block may only have one line for a name, while the next text block may have three lines for an address.

Within each text block, you have the option to set the font type, size, color, spacing, rotation, output events and fields to achieve the appearance you require.

Each text block in an environment can be given a meaningful description. For example, a description may reflect the contents of the block, such as 'Name and Address' or 'Account Number'.

#### **FORMS**







More than one form may be used in an environment, for example, the front and back pages in an environment may be different and require different forms.

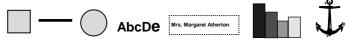
Forms are created and edited in the Form Editor and are made up of static form elements, such as text, lines, boxes, circles and charts. Logos and signatures can also be incorporated into forms.

Forms may be merged together or used as a template for creating a new form.

Once created, forms are stored in the Paris Designer and can be used in any environment. A form is not exclusive to one environment.

The form in an environment can be removed and replaced.

#### **ELEMENTS**



Elements are the individual components of a form or environment. Elements can be lines, boxes, circles, text, text blocks, charts or images. The tools in the Paris Tools Bar are used to add elements to an environment or form or environment.

#### **Dynamic Form Elements**

Dynamic Form Elements are created in the Environment Editor and can be defined with dynamic properties. Dynamic Form Elements are different to Static Form Elements because they are able to change in relation to the printstream data, for example, a box expanding to surround a text block with a variable number of lines.

#### For example:

You are designing an environment for invoice data with a block of text that contains a list of items. The length of the list varies according to each invoice.

You want to draw a box around the text block and you want the box to resize according to the length of the list. In this case, you would add a dynamic box element in the Environment Editor and define the box's resizing properties.

#### Static Form Elements

Static Form elements are elements that are created in the Form Editor and saved in a form file. These elements remain static on the page and can be modified as required.

**WARNING!** An element is **only** added via the Environment Editor if it is required to behave dynamically, otherwise an element is always added via the Form Editor (Static Form Element).

#### EVENTS (CONDITIONAL PROCESSING)

An event is a something that happens, an occurrence. In the Paris Designer an event is a conditional process, something that happens when a condition exists.

If you want something to take place in an environment when a particular condition occurs in the printstream data, you can define it as an event. You could express this in brief terms as:

#### If [condition] exists, perform [event]

The Designer will test the printstream data for the condition and perform the event if the condition is met.

#### For example:

An environment may require a different form for accounts that are overdue. You can define an event to test the printstream for a particular character string (such as 'Overdue') and change the form when the character string is detected (the test conditions are met).

There are two groups of events available in the Designer, Input and Output events

#### Input events

Events which affect the conditions in an environment before the printstream data is processed are called input events. As well as formatting text blocks, events can also change parts of the environment as a whole, such as the form and page, select whether the data being received is to be printed or not, or even load another environment.

Input events include:

- page/para events)
- input record events
- runtime events
- environment events

#### Page/Para events

*Page/Para events* change the way the whole page looks. They are used to change the page definition, the form, the output event list, when to end a text block or page and when to change the paper cartridge on the printer.

#### For example:

A Page/Para event can be used to 'tell' the environment that if it finds the character string 'Credit Note' in the printstream, the form is to be changed from the Invoice form to the Credit Note form.

#### Input record events

*Input record events* are used to select whether particular print lines are printed or not and how to separate each job printed.

#### **Runtime events**

*Runtime events* are used to send commands to the Designer by embedding them in the printstream data.

If a special code is found in the printstream data, the Paris Designer executes the commands which are sent after the code. This code is called the *runtime event marker or identifier*.

Runtime events can change the form, page definition or the environment, but require some re-programming of the mainframe application to send the marker and the appropriate commands.

#### **Environment events**

Environment events specify when an environment should change within a job.

#### **Output events (Local Text Block events)**

*Output events* are the events which affect the formatting of the printstream data. They are specified as part of each text block in the page definition and are stored in the Output Event List. They are also called *Local Text Block events*.

Output events can be used to change fonts, text strings, add columns and tabs to the data or change the form that will be used.

#### Ranged (standard) output events

Some output events operate on specific character or line ranges in the text block. These are referred to as 'ranged' or 'standard' output events. Ranged output events are useful if you know what characters to expect in the printstream data and/or exactly where in the data to expect them.

#### For example:

You can use a ranged output event to specify a change of font for a range of characters and lines in a text block. This would be a local text block Data Change event, with no Test conditions.

#### Conditional (advanced) output events

Other output events only occur when certain conditions are met. These are referred to as 'conditional' or 'advanced' output events. Conditional output events are good for testing for variable occurrences so that when a particular string of characters or bytes is found in a text block, formatting can be changed.

#### For example:

You can use a conditional output event to tell the system that if the first line of the text block contains the text 'Credit Note', it should print this in Times Roman, 16 point. This would be a local text block Data Change event, with a conditional Test.

## **GETTING STARTED**

This chapter introduces you to the terms used in this manual and the Environment Editor window. The components and menus that are common to both editor windows are described.

#### IN THIS CHAPTER...

- USING WINDOWS IN THE PARIS DESIGNER
- THE ENVIRONMENT EDITOR WINDOW
- THE PARIS DESIGNER TOOLS BAR

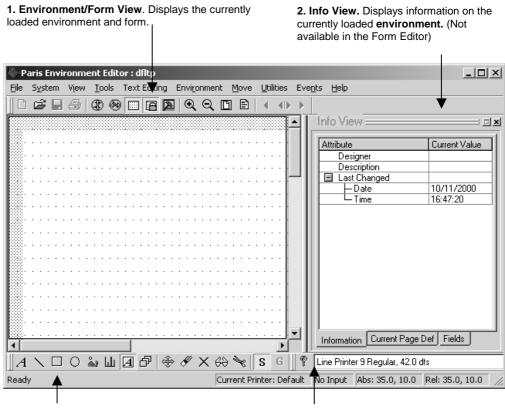
#### USING WINDOWS IN THE PARIS DESIGNER

The Paris Designer runs under Microsoft® Windows™. In this manual it is assumed that the reader has some experience with computers and using Windows. The following explains the terms used in this manual when referring to window components and includes a brief reminder of the basic principles that apply to using the mouse.

#### THE WORKSPACE

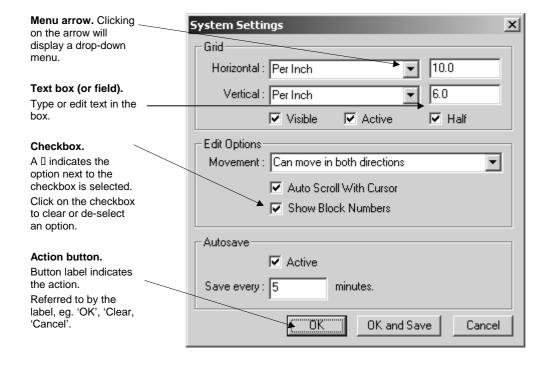
The workspace refers to the first window that appears on-screen at the start-up of the Environment Editor or the Form Editor (some applications refer to this start-up screen as the desktop). Whatever term is used, the implication is that this is the setting in which you will carry out your work.

The figure below illustrates the main components of a Paris editor window.



**4. Settings Bar.** Displays the settings and options for the currently selected tool.

Other components that can occur in a window/dialogue are text boxes (or text fields), checkboxes, action buttons, menu arrows and radio buttons.



### Using the Mouse 🖰

In the workspace, you will be using the mouse to display menus, other dialogues, select tools from the Tools Bar and so on. Your mouse may have two or three buttons. Unless instructed otherwise, always use the left button to select an item.

#### Point, Click, Double-click, Click Twice and Drag



You will notice that when you move the mouse, the pointer on the screen also moves.

If you are asked to:	This means:
Point	Move the mouse to position the pointer on an item.
Click, Select or Choose	Point to an item, then quickly press and release the mouse button <i>once</i> .
Double-click	Point to an item, then press and release the mouse button <i>twice</i> in quick succession.
Drag	Point to an item, press and hold the mouse button down, then move the mouse to move the item.

#### ✓ TIP:

If you need some extra practice at using Windows and the mouse, you can learn basic skills from the Windows Help. Open your Windows Help from the Start menu and under the Contents tab you will find topics such as 'Introducing Windows' and 'Start Here'.

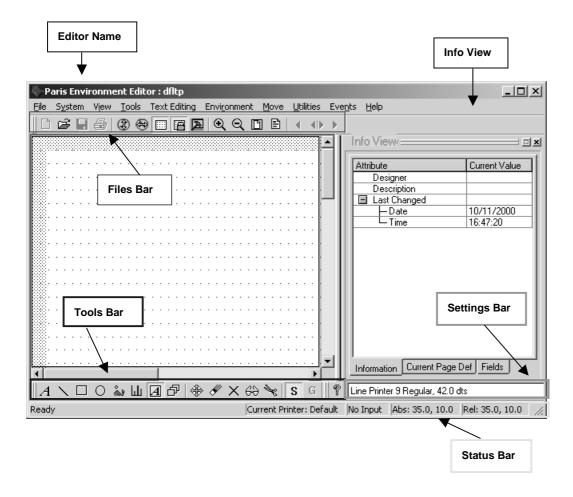
## THE ENVIRONMENT EDITOR WINDOW

When you start to use the Designer for the first time, your initial step is to create an environment for your data, then add a form to the environment. The basic concepts described for the Environment Editor window also apply to the Form Editor window.

Let's begin by opening the Environment Editor.

### → To open the Environment Editor:

Double-click on the Environment Editor icon in the Paris Designer program group. The Environment Editor window will be displayed.



## **EDITOR NAME**

The current editor name is displayed in the window title.

When you start the Environment Editor, the name of the most recently opened environment is displayed (in the Form Editor, the name of the current form for the environment would be displayed).

## **NOTE:**

When Paris Designer is installed and the Environment Editor is started for the first time, the default environment DFLTP is displayed. Thereafter, each time the Designer is opened, the last used environment will be loaded and the name displayed in the title bar.

## **Default environment**

The Designer supplies two default (system) environments.

DFLTP.ENV is a default environment with a 'portrait' page orientation. DFLTL.ENV is a default environment with a 'landscape' page orientation. Either default environment can be used as a template for designing new environments.

#### MENUS

Across the top of the window are the drop-down menus which are displayed by clicking on the required menu name.

Many menu items can also be accessed from the various toolbars or through the shortcut keys listed next to a menu option. For example, **Alt+O** will open an environment into the Environment Editor.

The function of each menu, menu options and associated dialogues for both editors are fully described in the *Paris Designer Reference Manual*.

## **TOOLBARS**

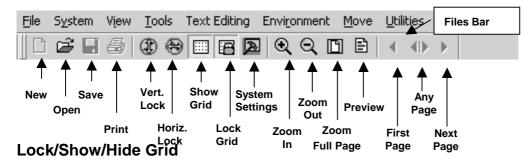
The toolbars in the Designer are the:

- Files Bar
- Tools Bar
- Settings Bar
- Status Bar

Toolbars are listed in the View Menu. Deselecting a toolbar will hide it from view.

### Files Bar

Menu items such as Open, Save, Print, Show Grid, System Settings etc. can be accessed from the Files Bar.



A grid may be set up on your workspace to allow you to accurately place elements. It is recommended that you always set up a grid before adding any elements to an environment (or form).

When you open the Environment Editor, the grid will be displayed on your screen. This is the default system setting.



To lock the grid horizontally, vertically or both, click on the appropriate button in the Files Bar.



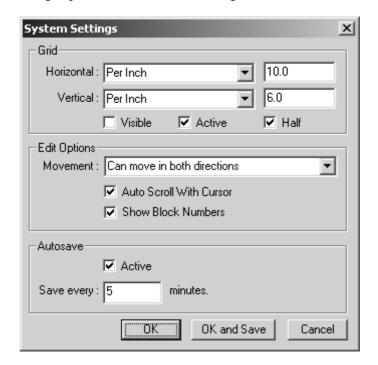
To hide or show the grid, click on the 'Show Grid' button in the Files Bar If the grid is visible, it will be hidden. If hidden, it will be displayed.

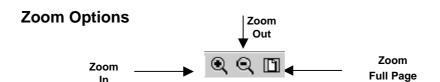
## **System Settings**

System Settings determine the appearance of the grid and edit options including mouse movements. System Settings are defined in the System Settings dialogue.



To open the System Settings dialogue, either click on System in the menu bar and choose the Settings option, or click on the Settings button in the Files Bar.





To Zoom In, Out or Full Page, choose the appropriate button from the Files Bar.

Alternatively, you can choose Zoom from the System menu and select Full Page View (Alt+1), Zoom Out (Alt+2) or Zoom In (Alt+3).

#### **Preview**



#### **Preview button**

Choosing the Preview button allows you to preview the currently displayed document to see how it will look when printed. The **system colors** will be turned off to display the page as it will print.

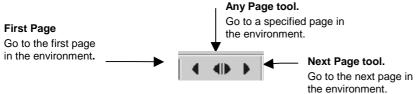
In the Designer, as elements created in each editor can be displayed simultaneously, **system colors** are used to identify the editor in which the element was created. Elements displayed in **BLACK** are those created in the **current** editor, those displayed in **BLUE** have been created in the non-active editor and can be viewed but not edited. If an element is highlighted (targeted) for editing, it is displayed in **RED**. In the Form Editor, overlay forms are displayed in **GREEN**.

These system colors, including the **RED** text block numbers, are turned off when Preview mode is activated to display the colors that have been added to the page.

## 

The Designer offers you the facility to quickly 'switch editors' to edit the elements in each editor (refer to Chapter 4).

## **Page Tools**



The Files Bar contains the Page tools that allow you to page through the print job. For example, if you have five pages of data input, use these tools to page forward, go to a certain page or return to the first page.

Alternatively, opening the Move menu displays the First Page [Ctl+Left], Any Page [Ctl+Up], Next Page [Ctl+Right] options which can be used to move to the page indicated (or use the shortcut keys).

## **■ NOTE:**

The Move To Page options are not available in the Form Editor.

## The Tools Bar

The Tools Bar contains icons which can be used to quickly access commonly used operations. There are two types of tools, **Element and Modify** tools.

#### **Element tools**

Element tools will add the selected element to a page. An element tool is selected by clicking on the required tool icon **once**. Selecting the tool will display some of the options available for the tool settings in the Status Bar (for example, the thickness of a line or shading of a circle).

For additional setting options, clicking on the Settings button will display the default settings dialogue for the selected tool.

Tool		Use
A	Text	To add text, for example to add a heading to a form.
	Line	To add lines. Definable line weights and three styles of line type are available.
	Вох	To draw boxes. There are definable line weights, border types, shade types, drop shadowing and rounded box options.
	Circle	To draw circles using definable line weights, border types and shade types.
	Graphic	To import graphic files created in other graphics programs.
Ш	Chart	To create bar or histogram charts. Multiple values can be added for each point in bar charts. Text and line styles and increment units are definable.
A	Text Block	To add text blocks to an environment. This tool is not available for use in the Form Editor.
9	Settings	Selecting the Settings button will display the default settings dialogue for the currently selected tool.

## **Modify tools**

These tools allow you to modify the size, number, location or settings of elements that have been placed on a page. When a modify tool is selected and the mouse pointer is **moved over** the element to be modified, the 'targeted' element will be highlighted in RED. To modify a targeted element, **click** on it with the mouse.

Tool	Use
Group	Use this tool to group elements together. Select the elements to be grouped by clicking and dragging the dotted box that appears around all the required elements.
Move	Use this tool to move elements, or groups of elements, around the page. Click on this icon and then click on the targeted element you want to move. Drag the element to its new location.
Delete	Use this tool to delete an element. Click on this icon and then click on the targeted element you want to delete.
Сору	Use this tool to copy elements. Click on this icon and then click on the targeted element you want to copy. Click twice on this icon if you want multiple copies and type in the number of copies required.
View	Use this tool to view and change the settings of a selected element, for example, to change the font or line weight.
Edit	Use this tool to edit an existing element. Click on the tool then click on the targeted element you want to edit.  When you have finished using the edit tool, you must click once with the <b>left</b> mouse button to exit from editing mode (with the exception of text editing when you must click on the <b>right</b> mouse button).
S G Single	To modify a single element, select the required modify tool, then the Single button and then the required element.
S G Group	To modify a group element, select the required modify tool, then the Group button and then the required group element.

## **Settings Bar**

The Settings Bar displays the settings for the currently selected tool and the setting options available for the tool. In the example below the Text tool is selected and the Font, Text Align, Text Wrap and Line Color setting options are available



In the second example below, the Box tool is selected and the Line Weight, Line Style, Fill Style, Line Color and Fill Color setting options are available.



The same options would be available for the Circle tool and the Line weight, style and color would be available for the Line tool.

## Status Bar

The status bar displays the current printer, input file, page co-ordinates, (Abs. and Rel.) and the page you are on (e.g. Page 1/1). Messages such as 'Ready' are displayed to the left of the status bar.



## Page co-ordinates

The page co-ordinates indicate the current position of the cursor. The values are based on the grid measurements specified in System Settings and use the top left corner of the page as the origin (that is, 0, 0).

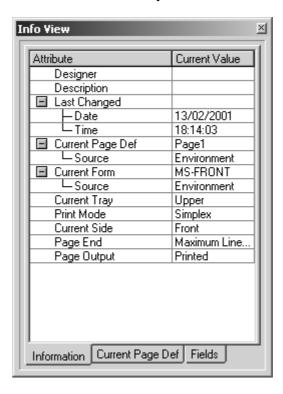
## INFO VIEW WINDOW

The Environment Editor window contains an Info View window. This is a 'dockable' window that can be resized, moved and closed as required. Selecting Info View from the View menu will reopen the window.

The Info View window also supplies information on the current environment, details of the current page definition and lists the fields in the current environment and their values. These are available in 3 tabbed views, Information, Current Page Def and Fields. Selecting the appropriate tab displays the relevant information for the current environment.

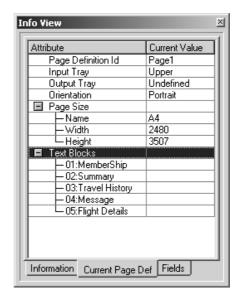
## **Information View**

Information view contains general information about the environment and the current page, such as form name, current tray etc.



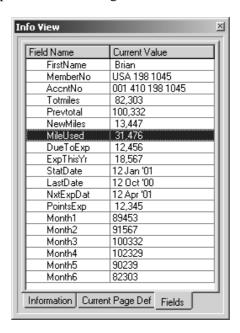
## **Current Page Def View**

Current Page Def view contains information about the current page definition. Double-click on an entry to open the relevant dialog for editing or viewing.



## **Fields View**

The Fields View contains a list of the current fields for the environment. Doubleclick on an entry to open the Field dialog.



The Paris Designer User Manual

## **DESIGNING YOUR FIRST ENVIRONMENT**

The purpose of this chapter is to take you progressively through the processes required to design your first environment.

A step-by-step interactive tutorial, including sample data, allows you to participate in the design of the environment.

## IN THIS CHAPTER...

- CREATING THE ENVIRONMENT FILE
- LOADING THE DATA
- CHECKING AND CORRECTING THE PAGING OF THE DATA FILE
- SETTING THE PAGE DEFINITION AND LINE SPACING
- SETTING THE GRID LINE SPACING
- ABOUT TEXT BLOCKS
- CREATING TEXT BLOCKS
- **MOVING A TEXT BLOCK**
- ADDING A FORM FILENAME

## DESIGNING YOUR FIRST ENVIRONMENT

The Environment Editor is the focal point of the Paris Designer. Using the Environment Editor you can design an environment that exactly suits your requirements. You can load data, create text blocks from the data and manipulate and format the data in the text blocks. You can add a form filename to the environment and switch to the Form Editor to create the form.

This chapter takes you through the steps required to design your first environment and is presented in the style of a tutorial, with 'hands-on' instructions to allow you to actively participate in the design process.

For the tutorial, we have created the fictitious company 'Global Airlines'. Global Airlines have a MileSaver scheme and produce statements for scheme members regarding air miles earned, used, available and so on. Using sample data we are going to create a model environment for Global Airlines MileSaver statements.

You will be shown how to:

- Create a new environment file,
- Load data into the environment,
- Check and correct the paging of the data file
- Set the grid line spacing,
- Create text blocks,
- Add a form filename

## TO BEGIN...

To begin designing your environment, start your system.

## → To start the PARIS Designer:

Double-click on the Environment Editor icon in the Paris Designer program group.

The Environment Editor window will be displayed.

## **№** NOTE:

Throughout this chapter, we will be referring to various Paris concepts. These are explained in Chapter 1, *Introducing the Paris Designer*.

Chapter 2 describes the Environment Editor window and the Designer Tools Bar. Refer to these chapters if necessary.

## CREATING THE ENVIRONMENT FILE

The first time you start the Designer and display the Environment Editor window, the title bar will display DFLTP, the currently loaded environment name.

If you have already been using the Environment Editor, the environment you used last will be displayed in the title bar.

Either of the default environments, DFLTP.ENV (portrait orientation) or DFLTL.ENV (landscape orientation) can be used as a template for the new environment by saving the default environment under a new filename. For our purposes, we will save the DFLTP environment under the new name of MYNEW.ENV.

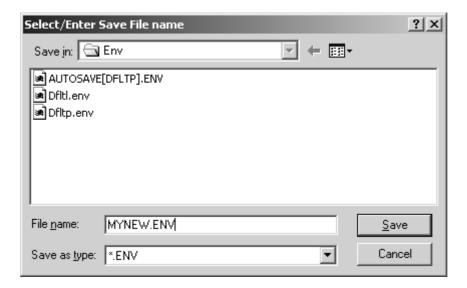
## NOTE:

You will need to load the DFLTP environment if it is not displayed in the editor:

- 1. Open the File menu and choose the Open Env option. The Select/Enter File To Load dialogue will be displayed..
- 2. Choose the DFLTP.ENV file from the File list in the dialogue.
- 3. Choose the OK button. The DFLTP environment will be displayed in the title bar of the editor window.

#### → To save the DFLTP.ENV as a new filename:

**1.** Open the File menu and choose the Save Env As option. The Select/Enter Save File Name dialogue will be displayed.



**2.** In the File box, type in a new name with an .ENV extension (in this case, MYNEW.ENV). Choose OK.

## 

If MYNEW.ENV already exists (from a previous tutorial), you can either overwrite it and start again, or choose a different name.

3. A message dialogue will appear, confirming the new file has been saved (written to disk). Choose OK.



4. You will be returned to the Environment Editor window with the new environment name displayed in the window title.

## ✓ TIP:

If you want to design an environment that is only slightly different from one that exists, save the existing environment under a new filename (.ENV) then modify the new environment as required.

Paris

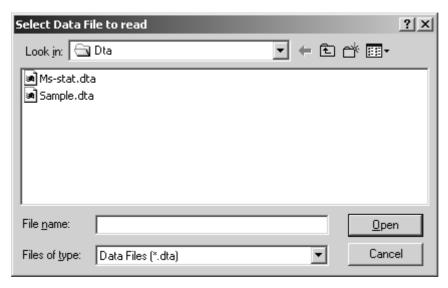
The next step in the design of your environment is to load the printstream data...

#### LOADING THE DATA

To help you create your model environment, a sample data file (MS-STAT.DTA) is provided in the Designer for you to load and format.

## → To open the data file and load it into the environment:

- 1. Open the File menu and choose the Data option.
- **2.** Choose the Open Data option from the sub-menu that appears. The Select/Enter File To Read dialogue will be displayed.



#### 3. EITHER:

Double-click on the required file in the File List, in this case, MS-STAT.DTA.

#### OR:

Click on the file then choose the Open button.

The data will appear as a single text block in the Environment Editor and will be displayed in BLACK. The text block will be indicated by a **1** in the top left corner of the block. (Text blocks are explained on page 63.

#### ✓ TIP:

You can use the shortcut keys **Alt+D** to open the Select/Enter File To Read dialogue to load a data file.

#### Designing your first Environment

In the status bar of the Environment Editor, two page numbers will be displayed. The first number is the page number relative to the current job (it is possible to have multiple jobs in one data file) and the second is the absolute page number (that is the position of the page in the entire printstream).

Therefore, 1/1 indicates this is the **first** page of the current job and the **first** page in the printstream.

## Checking the paging

If you look at the loaded data on the page in Figure 3-1, you will see that data for the next statement appears on the same page. This means the data file we have loaded is not paging correctly.

Checking and correcting the paging of the data file follows...

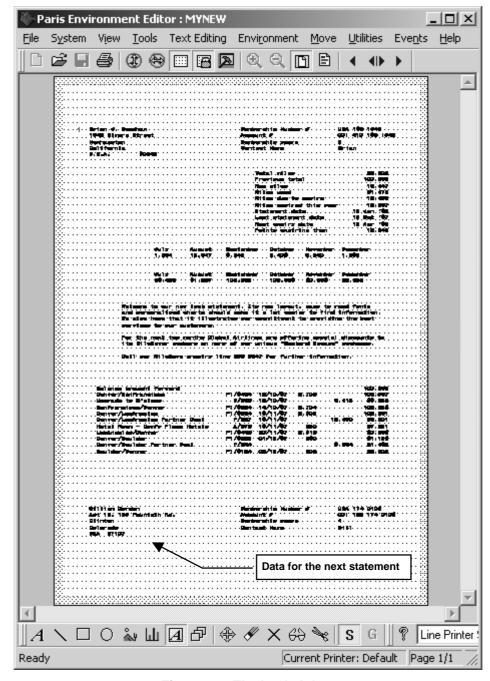


Figure 3-1: The loaded data

# CHECKING AND CORRECTING THE PAGING OF THE DATA FILE

When you load a printstream data file, the data flows from one page to the next in a continuous stream. The 'paging' or 'pagination' for the file must be set to determine the end of a page. It is always a good habit to check the paging of the data file you have loaded and correct it if necessary.

For example, you may have loaded a file which is a series of invoices or statements. To ensure that each statement begins on a new page (that the file 'paginates' correctly), you must set the page length for the file.

Paging can be achieved in a variety of ways, such as setting form feed or Printer Carriage Control (PCC) bytes within the data, the number of lines on a page, or page-end events. The method we shall use is to correct the paging by adjusting the number of lines on the page.

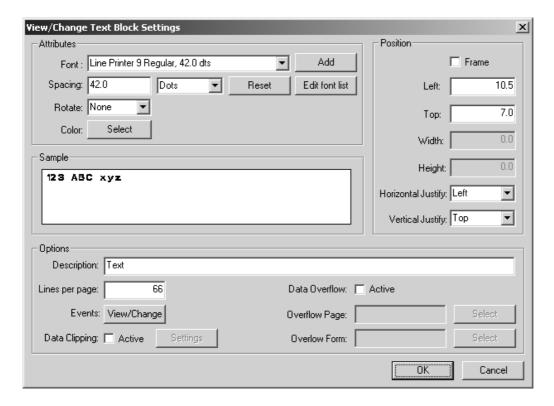
## → To check the paging:

- 1. Click on the Full Page View button in the Files Bar. The full page will be displayed on your workspace.
- 2. Use the Next Page tool to go to the next page in the file. You will notice that the data file is not paging correctly, with data that should appear at the beginning of the second page appearing on the first page. This can be adjusted by setting the page length.
- **3.** Click on the First Page tool to return to the first page.

**4.** Click on the View tool then move the pointer over the text block (the 'targeted' block will be highlighted in RED).



- **5.** Click on the targeted block. The View/Change Text Block Settings dialogue will appear. The 'Lines per page' will be displayed as '66'.
- **6.** Edit the 'Lines per page' box and type in the number '60' (in this way we are specifying that there will always be 60 lines to a page).
- 7. Click on 'OK'.
- **8.** Use the Page tools to page through the file again to check that the paging is correct. You will notice that the next page now begins with the details of the next statement in the printstream data.





The next step in the design process is to set the page definition...

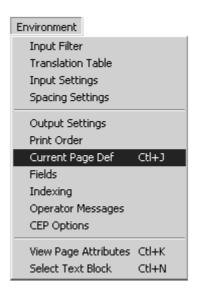
## SETTING THE PAGE DEFINITION AND LINE SPACING

The page definition contains the information on the page size and orientation, printer trays and, once they have been created, the text blocks. When we set the page definition, we will also set the line spacing for the font in the text block.

#### → To set the page definition:

1. Open the Environment menu and choose the Current Page Def option.

The View/Change Page Definition dialogue will be displayed (as illustrated on the following page). Since you are creating a new environment, there will only be one page definition (Page1) and no forms shown.

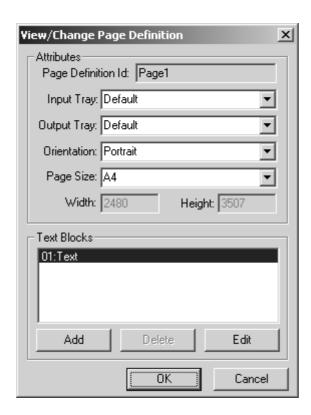


#### ✓ TIP:

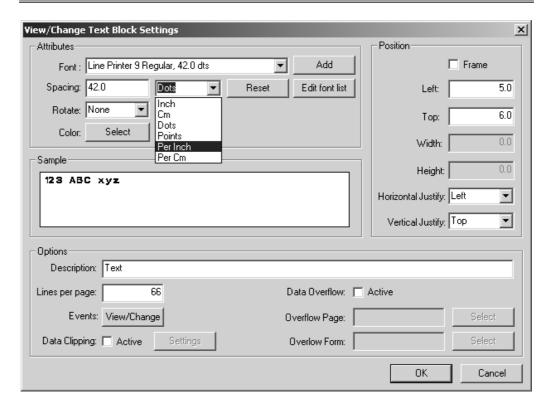
Use the shortcut keys Ctl+J to open the View/Change Page Definition dialogue.

2. Check the attributes are correct for the printer input tray, orientation (Portrait) and page size (A4).

(The lower section of the dialogue displays the text blocks in the page definition. As yet, you haven't created additional text blocks from the loaded data, so only one text block, described as 'Text', is indicated.)



**3.** Click on the text block [01:Text], then click on the Edit button. The View/Change Text Block Settings dialogue will be displayed.



- **4.** Your next step is to select the unit of measure for the line spacing. Click on the arrow to display the drop-down menu and select 'Per Inch' from the list.
- **5.** Type the number '6' in the Spacing field. (The changes to the line spacing will not be updated in the Font field until after you choose OK and exit the dialogue.)
- **6.** Choose OK. You will be returned to the View/Change Page Definition dialogue.
- 7. Choose OK. A message 'Current Job has Been Changed Save?' will be displayed. Click on 'Yes' to save the page definition. You will be returned to the Environment Editor and the spacing of the data on the page will have changed.

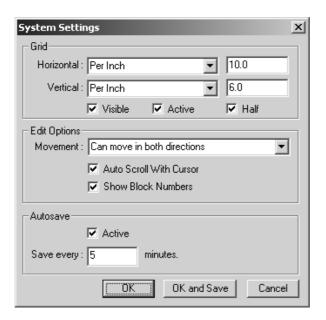
Next, set the grid line spacing to match the line spacing of the font in the text block.

## SETTING THE GRID LINE SPACING

Before you create text blocks from the data file, you will find it helpful if the grid line spacing matches the font line spacing set in the text block.

## → To set the grid line spacing:

- 1. Click on the Settings button to display the System Settings dialogue and the current settings for the grid line spacing.
- **2.** To adjust the grid settings to match the font, display the Vertical drop-down list of measurements and choose the required unit of measure from the list.
- **3.** Type the required value in the Vertical fields (in this case 'Per Inch' and '6'), then choose OK to return to the Environment Editor.



## **№** NOTE:

- 1. The default setting for Autosave is 'Active' and 'Save every 5 minutes'. These settings can be changed if required.
- 2. Choosing 'OK' will retain system settings for this editing session only. Choosing 'OK and Save' will make them permanent default settings until reset again and the 'OK and Save' option is chosen.



You are now ready to create your text blocks...

You have loaded the data into your environment, corrected the paging, set the page definition and set the line spacing for the text block and the grid. At the moment the data is positioned on your page in one big text block.

In the design of your environment, you want to logically divide this single text block into multiple text blocks. That is, you want to create a text block for each portion of data that has to be separately arranged on the page.

For example, one portion of data that contains a name and address, another with account and invoice numbers and others with a list of items and prices, or a special offer, message and so on.

The following section introduces you to the principles of creating text blocks, then takes you through the steps required to create the text blocks from your sample data...

## **ABOUT TEXT BLOCKS...**

Mrs. Margaret Atherton

107 St Jude's Way, Brampton, North Queensland, TWS 4567

When you open printstream data into an environment, the data initially appears as a single text block. This single text block can be logically divided into multiple text blocks, that is, a text block is created for each section of data that has to be separately arranged and printed on the page.

For example, a single text block can be divided into individual text blocks for a name and address, account details, date and billing information and so on.

Once you have set the paging of the data file (refer to page 56), you can create your text blocks and determine the number of lines in each block. The data will automatically 'flow' from one text block to the next.

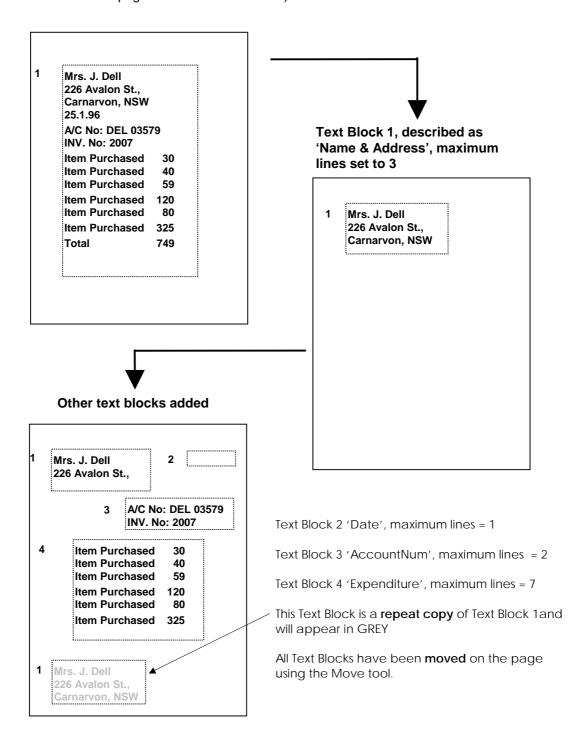
Remember, an environment is a 'set of rules' and when you create the text blocks in an environment, you are setting the text block rules. As you create the text blocks for the data on the first page, the data on subsequent pages will be formatted in exactly the same way, that is, according to the rules. For example, if your data file is a batch of invoices, you only have to set the rules for the first invoice in the batch.

The diagram opposite shows how printstream data can be split up into logical text blocks on the page. You can see how the text blocks have been placed on the page prior to adding a form to the environment. If an existing form is added to the environment, the text blocks can be moved again to adjust to the form, or a new form can be created in the Form Editor and static form elements can be added (refer to Chapter 4).

#### A text block...

- ⇒ Can be given a meaningful description to reflect the data content of the block.
- ⇒ Is numbered for easy reference by a small red number which appears at the top left hand corner of the block. The number indicates the order in which the text block has been filled and does not print.
- $\Rightarrow$  Can be edited.
- ⇒ Can be moved, copied, clipped and deleted.

**Initial Text Block '01: Text'** (printstream data has been loaded, paging has been corrected and page definition has been set)



## **CREATING TEXT BLOCKS**

Before creating text blocks in any environment, begin by looking at the data on the page. Establish if there are natural groupings of data and the type of group (for example, Name and Address, Message, Purchases). This can be the basis for the creation of your text blocks.

Make a note of the number of text blocks required and the number of lines in each block. Give each text block a description. We are going to use the MileSaver sample data and model environment (MYNEW.ENV) to illustrate how to create text blocks. The printstream data appears on the page in one text block as shown in Figure 3-2.

Looking at Text Block 1, there are 5 groups of data which we shall divide into text blocks and name as follows.

- Block 1 is the Membership Details [6 lines]
- Block 2 is the Summary [12 lines]
- Block 3 is the Travel History [10 lines]
- Block 4 is the Message [11 lines]
- Block 5 is the Flight Details [21 lines]

The last block, Text Block 5, has 21 lines to make the total number of lines equal 60. This ensures that the paging of the data file will be maintained correctly (refer to page 56).

## ✓ TIP:

To easily count the number of lines:

- 1. Click on the Edit tool, then click on the text block to place the cursor on the first line.
- **2.** Use the down arrow to move the cursor down and count the lines as you go. (The line number will also be displayed in the Status Bar.)
- 3. When finished, click on the **right** mouse button to exit Edit mode.

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Figure 3-2: Creating text blocks from the printstream data



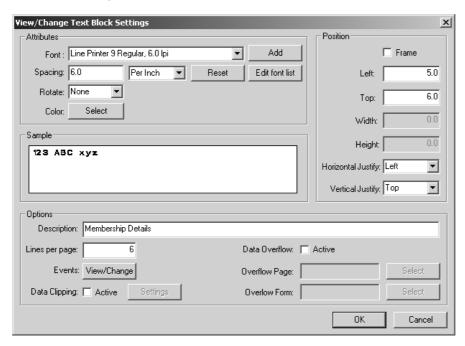
To create your text blocks from the data, your first step is to <u>change Text Block 1</u>, then <u>add</u> the remaining text blocks.

## Changing a text block

## → To change Text Block 1:



- 1. Click on the **View** tool then move the pointer over the text block (the 'targeted' block will be highlighted in RED).
- **2.** Click on the targeted text block. The View/Change Text Block Settings dialogue will be displayed.
- **3.** Type the description for the first text block in the Description box. (For the model environment, type in 'Membership Details' for the description.)
- **4.** Type the number of lines required in the text block in the Maximum Lines field. (Type in '6' for the Membership Details text block.)
- **5.** Click on OK to return to the Environment Editor. You will be prompted to save the file, choose 'Yes'.



In the Environment Editor, you will notice only the data in Text Block 1, Membership Details, is displayed.

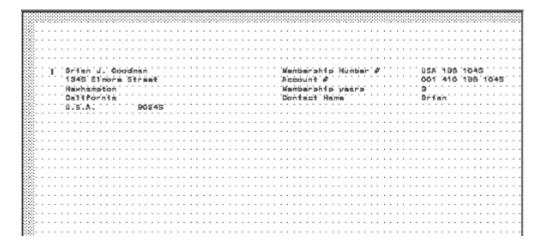


Figure 3-3 Text Block 1, Membership Details

## Adding a text block

## → To add the remaining text blocks:



- 1. Choose the Add Text Block tool from the Tools Bar.
- **2.** Click on the workspace where you want to place the text block. The View/Change Text Settings dialogue will be displayed.
- **3.** Type the description for the text block in the Description field. (For the second text block in the model environment, type in the description 'Summary'.)
- **4.** Type the number of lines required in the text block in the Maximum Lines field. (Type in '12' for the Summary text block.)
- **5.** Click on the 'OK'. You will be returned to the Environment Editor window. On your workspace, you will notice that the first and second text blocks are displayed.
- **6.** With the Add Text Block tool selected, repeat steps 2, 3, 4 and 5 to add the remaining text blocks. Describe the text blocks and number the lines as indicated in the table below. Don't be concerned if the text blocks are not in the correct position, the next section explains how to move a text block.

Text Block	Description	Maximum Lines
3	Travel History	10
4	Message	11
5	Flight Details	21

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Moving text blocks is described in the following section...

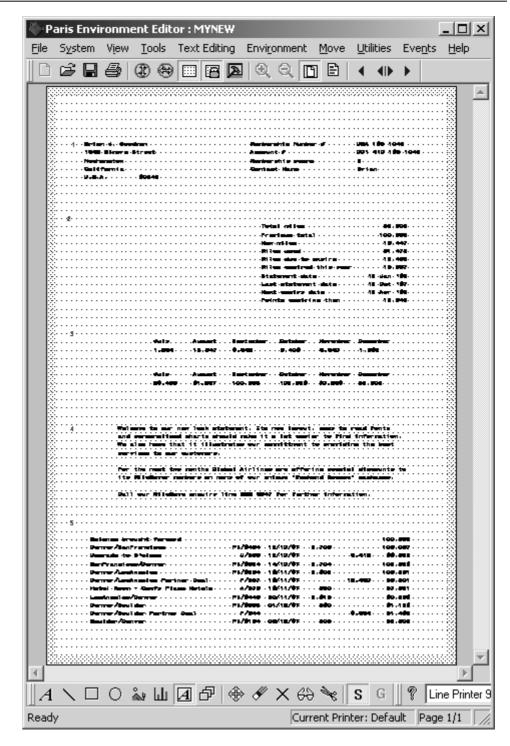


Figure 3-4: Text Blocks 1, 2, 3, 4 and 5

## MOVING A TEXT BLOCK

Text blocks (and other elements) are moved by using the Move tool. As you continue to develop the design of an environment and add a form or make other changes, you may want to move the text blocks again.

#### → To move a text block:



- 1. Click on the Move tool in the Tools Bar (or use the Ctl+ M keys to select the tool).
- **2.** Move the pointer over the text block. The targeted block will be highlighted in RED.
- **3.** Click on the text block. It will appear as a box with a dotted outline. The text within the box will not be visible. The pointer will be at the top left corner of the box.



- **4.** Move the pointer to the new position for the text block (the box will move with the pointer) and click again. The text block and data will be displayed. If the position needs adjusting, repeat steps 2 and 3.
- **5.** Reverse the positions of text blocks 3 and 4 as shown in Figure 3-5. Move each text block down to allow for the company title and document name to be placed at the top of the page (refer to Chapter 4).

#### ✓ TIP:

Before you move text blocks, use the Zoom function to go to Full Page View. Use the co-ordinates in the status bar to align each block.



You are now ready to add a form filename before creating a form for the environment

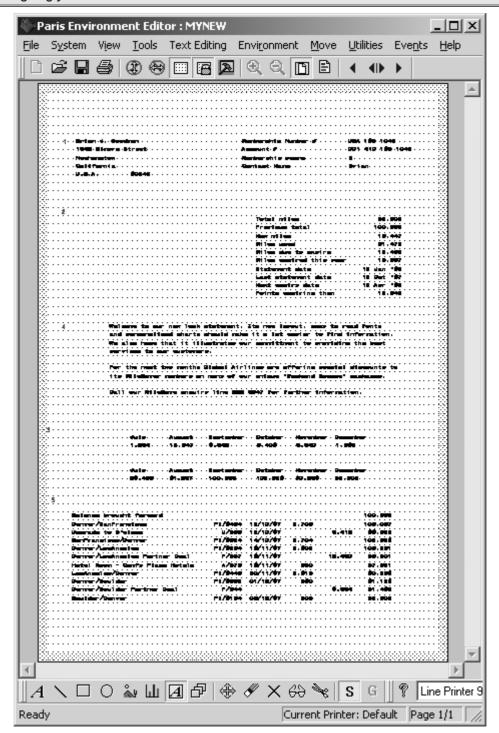


Figure 3-5: Text blocks moved into position

#### **ADDING A FORM FILENAME**

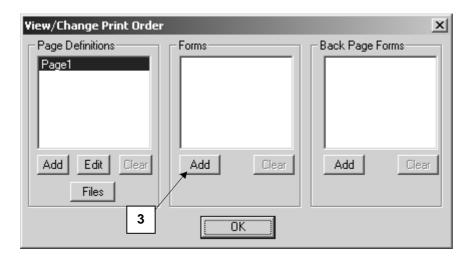
In the design of an environment, you can switch to the Form Editor and create a new form, or you can add an existing form. In either case, the name of the existing form file, or the name of the new form you are about to create, must first be added to the environment Print Order.

Forms are created and edited in the Form Editor and are made up of static form elements. Once created, forms are stored for use in any environment, that is, a form is not exclusive to one environment.

In this section, we are going to show you how to add a form filename and switch to the Form Editor to create a simple form.

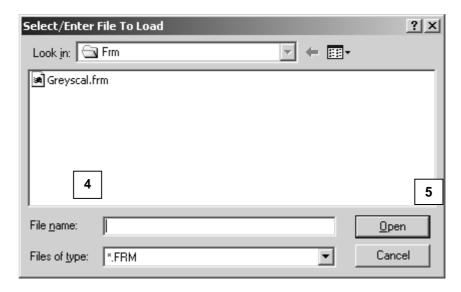
#### → To add a form filename:

1. Click on the Environment menu and choose the Print Order option. The View/Change Print Order dialogue will be displayed. Since you are adding the first form to the environment, there will be no forms shown.

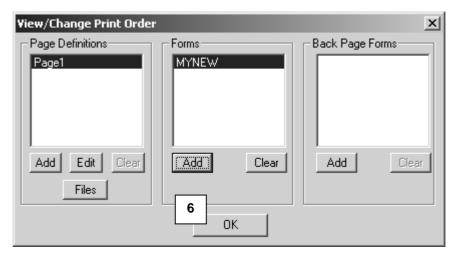


**3.** Click on the Add button in the 'Forms' section of the dialogue. The Select/Enter File to Load dialogue will be displayed.

**4.** Type the name of your form in the File Name box and give it a .FRM extension. (For example, you could call your form MYNEW.FRM).

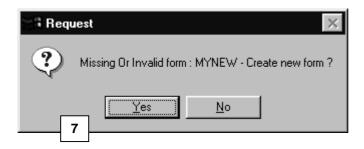


**5.** Click on the Open button. The View/Change Print Order dialogue will be displayed again with the added form filename in the Forms section of the dialogue.



**6.** Click on the OK button. You will be returned to the Environment Editor window.

**7.** You will be prompted to save the job. Choose 'Yes'. A message box will be displayed, asking if the new form file should be created. Choose the 'Yes' button. The form file will be saved.





#### That completes Chapter 3!

You have created your text blocks and moved them into position on the page. Although there is a lot more you can do in the design of your environment, our aim at this stage is to introduce you to the use of the basic concepts in the Paris Designer.

Your next step is to switch editors and create a form around the text blocks. Remember, you can always switch back to the Environment Editor and re-position the text blocks. Switching editors is described in Chapter 4, *Creating your first Form*, that follows.

If you decide to exit the Designer and return to the design of your form at a later stage you can do so.

To exit, choose Exit from the File menu. You will be prompted to save the environment, so choose 'Yes' from the message dialogue that is displayed.

When you do return to create your form, open the Environment Editor, load the sample data file into your MYNEW.ENV environment then turn to Chapter 4 for the next step in this tutorial.

# **CREATING YOUR FIRST FORM**

Continuing the interactive tutorial introduced in Chapter 3, this chapter explains how to design a simple form around the text blocks created in the model environment.

# IN THIS CHAPTER...

- SWITCHING EDITORS
- STATIC AND DYNAMIC FORM ELEMENTS
- ADDING STATIC FORM ELEMENTS
- CHANGING, EDITING, COPYING, MOVING AND DELETING STATIC FORM ELEMENTS
- ADDING STATIC TEXT

# CREATING YOUR FIRST FORM

If you have completed the tutorial in Chapter 3, you are ready to create a form for the environment.

Forms are created and modified in the Form Editor. The Paris Designer offers you the facility to 'switch' between editors without having to exit from one application to go to the other. When you do switch editors, the elements created in both editors can be seen, although only the elements in the current editor are available for editing. The current editor's elements are displayed in BLACK and the other editor's elements are displayed in BLUE.

Before we explain how to switch editors, we need to emphasize the difference between static and dynamic form elements and how they are used in the Designer.

# STATIC AND DYNAMIC FORM ELEMENTS

Elements that can be added to an environment or form in the Designer are text, lines, boxes, circles, images and charts.

- Elements added in the Form Editor are called Static Form Elements and, as their name indicates, remain static on the page.
- Elements added in the Environment Editor are called **Dynamic Form** Elements. Such elements are linked to text blocks that contains variable data and can be set to resize or float (behave dynamically) according to the amount of data in the text block.

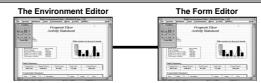
For example, an added dynamic box element can be set to resize or a dynamic line element can be set to float.

#### **●** WARNING!

An element **should not** be added to an environment via the Environment Editor **unless** it is specifically required to behave dynamically, otherwise always use the Form Editor to add elements.

When you are ready, continue on to the next section 'Switching Editors'...

#### **SWITCHING EDITORS**



At the end of Chapter 3, you were told how to add a form filename to your model environment in preparation for switching to the Form Editor to create a form.

If you previously exited the Designer, start the system again by opening the Environment Editor. If it is not the current environment, open your model environment [Mynew.env] and load the sample data file [Ms-Stat.dta]. (The data must be loaded before you can switch editors.)

#### To switch to the Form Editor:

- **1.** In the Environment Editor window, choose open the System menu and choose the Switch option.
- **2.** A pop-up dialogue will appear, asking if you want to switch to the Form Editor. Choose the 'OK' button. You will be switched to the Form Editor window.



In the Form Editor, the form filename you have added to your environment will be displayed in the title bar of the window. The environment elements will be displayed in **BLUE**. As you add form elements, they will be displayed in **BLACK**.

The Form Editor window is similar to that of the Environment Editor, with fewer menus. All the tools are available except for the Add Text Block tool.



With the text blocks created in the Environment Editor in view, you can add some form elements to the page.

#### **ADDING A STATIC FORM ELEMENT**

You are now ready to design a simple form around the text blocks created in the model environment.

To begin with, we will add some boxes and lines (in the next step we will change the added elements).

#### To add a box:

- 1. Click on the Box tool in the Tools Bar. When the tool is selected, the attributes for the tool are also displayed in the Tools Bar for selection (such as border type, fill, line thickness).
- **2.** Click on the screen where you want the box to start. (Begin by drawing a box around the Travel History, so click near the top left corner of text block 3).
- **3.** Move the cursor across and down to the diagonal corner position, according to the size you want for the box, and click again. The added box will be displayed.
- **4.** Repeat steps 2 and 3 to add another box around the Summary (text block 2).

#### **∅** NOTE

Remember, **click** means 'quickly press and release the mouse button once'. **Do not** hold the mouse button down to draw an element.

Next, select the Line tool and add a line above the Membership Details (text block 1).

#### → To add a line:

- 1. Click on the Line tool in the Tools Bar. When the tool is selected, the attributes for the tool are also displayed in the Tools Bar for selection.
- 2. Click on the screen where you want the line to start.
- **3.** Move the pointer across to draw a horizontal line above the Membership Details, then click again. (Move the pointer down to draw a vertical line.)

Once you have added an element, it can be changed, edited, moved, copied or deleted. In the sections that follow we will show you how to edit and copy the line, and how to change other elements.

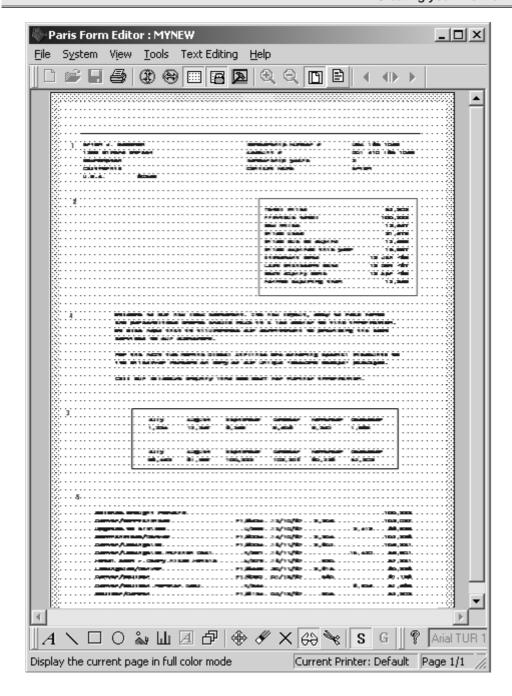


Figure 4-1: Adding Static Form Elements

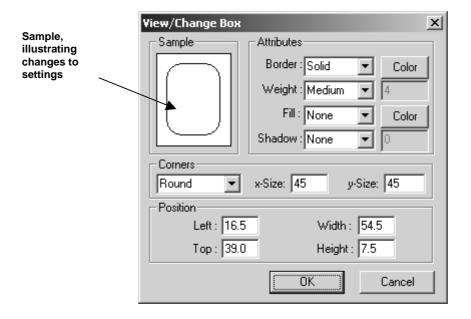
#### CHANGING A STATIC FORM ELEMENT

The next step is to change the appearance of the boxes and lines.

To change an element, the View tool is selected, then the element. The View/Change dialogue for the element will be displayed. We will change the box around the Travel History text block and give it round corners and a heavier border.

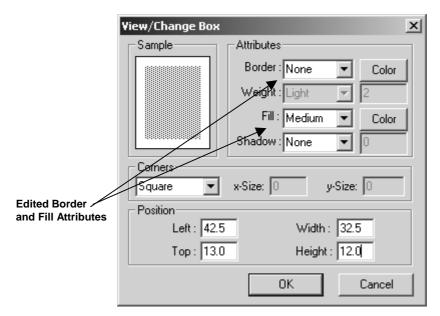
#### → To change the box:

- 1. Click on the View tool.
- **2.** Move the pointer over the box (the targeted box will be highlighted in RED) and click.. The View/Change Box dialogue will be displayed.

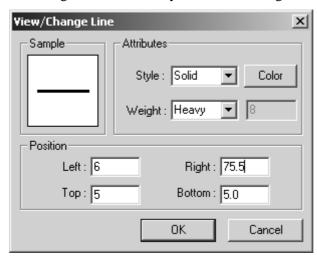


- **3.** In the 'Corners' section of the dialogue, click on the arrow to display the drop-down list and choose 'Round' from the list.
- **4.** In the 'Attributes' section of the dialogue, click on the arrow next to the 'Weight' box and choose 'Medium' from the drop-down list. The changes you have made will be reflected in the Sample box.
- **5.** Click on the OK button. You will be returned to the Form Editor window, the changes you have made to the box will be displayed.

Repeat the process to change the box around the Summary. This time, in the Attributes section of the View/Change Box dialogue, choose 'None' for the border and 'Medium' for the fill.



The same process is used to change the line above the Membership Details. In the View/Change Line dialogue, choose 'Heavy' for the line weight.



✓ **TIP:** Remember, you can select an element's attributes from the Tools Bar BEFORE you add the element.

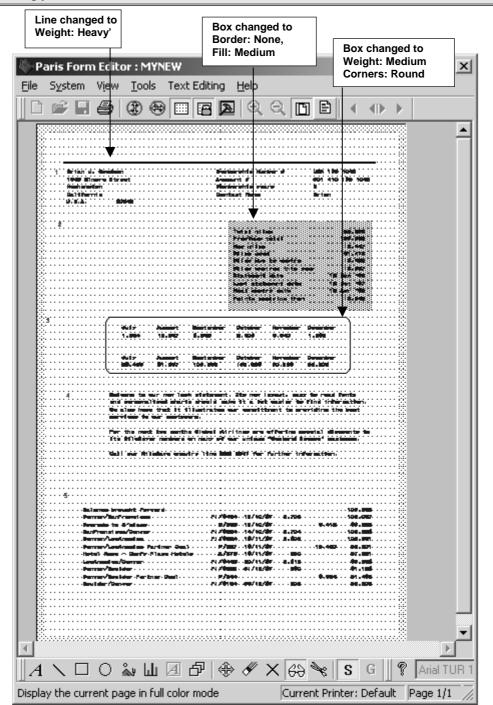


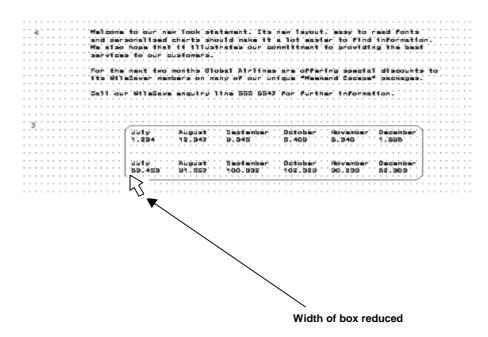
Figure 4-2: Changing form elements

#### **EDITING A STATIC FORM ELEMENT**

You may want to adjust the width of a box, or length of a line. To do this, select the Edit tool then the element to be edited.

#### → To edit an element:

- 1. Click on the Edit tool.
- **2.** Move the pointer over the element to be edited. The targeted element will be highlighted in RED.
- 3. Click on a corner of a box or end of a line to change the length or width.
- **4.** Move the pointer and click when you reach the required size.

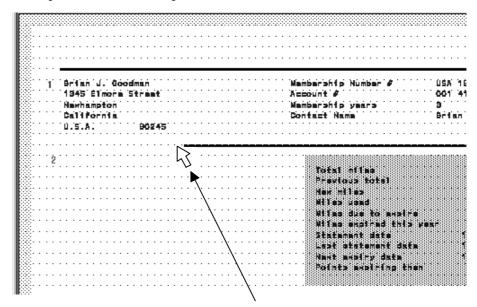


#### **COPYING A STATIC FORM ELEMENT**

You may want to copy an element you have added. For example, instead of drawing the line above and below the Membership Details, add one line and copy it. This ensures the lines are the same length and weight.

#### → To copy an element:

- 1. Click on the Copy tool, then the element to be copied. An outline of the copied element will be displayed.
- **2.** Move the pointer to the required location (the copied element will move with the pointer) and click to place the element.



Copied element being moved into position

In your MYNEW form, copy the line above the Membership Details and place it below the text block. Repeat the process to place a line above and below the Flight Details.

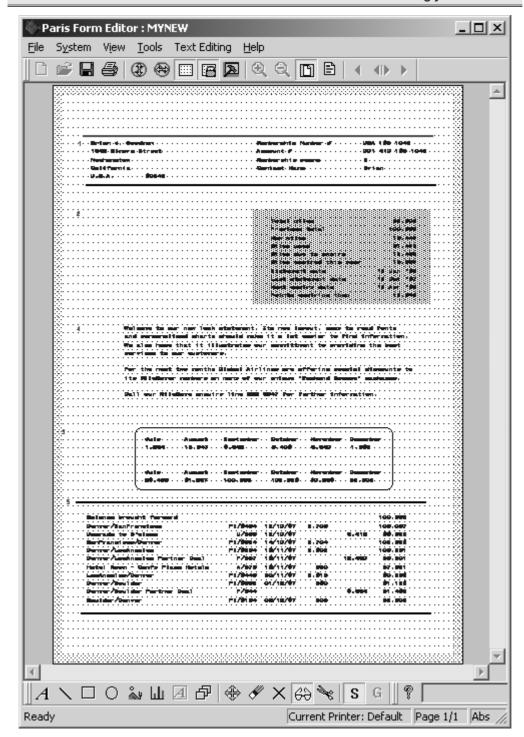


Figure 4-3: Copied lines moved into position

## MOVING A STATIC FORM ELEMENT

If the elements you have added are not in the correct position, you can move them. (Remember, you can always switch back to the Environment Editor if you need to move the text blocks.)

#### → To move an element:

- 1. Click on the Move tool (or use the Ctl+ M keys to select the tool).
- **2.** Move the pointer over the element (the targeted element will be highlighted in RED) and click.

The outline of the element will be displayed with the pointer to the top left of the element.

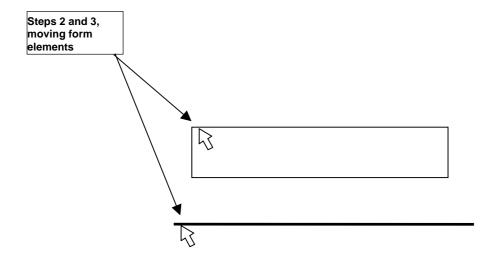
**3.** Move the pointer to the new position (the element will move with the pointer) and click again to place the element.

If the position needs adjusting, repeat steps 2 and 3.

#### ✓ TIP:

After selecting the Move tool, click on the left or top left of the targeted element to maintain its current position before moving.

Or, if you move the pointer and target anywhere on the element and click, the top left of the element will immediately jump to the current pointer position.



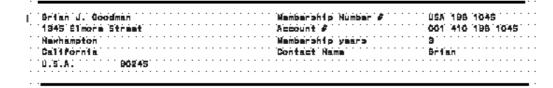


Figure 4-4: Lines above and below the Membership Details have been moved

# **DELETING A STATIC FORM ELEMENT**

If you want to delete an element you have added, you can do this by using the delete tool.

#### → To delete an element:

- **1.** Click on the Delete tool, then move the pointer over the element to be deleted. The targeted element will be highlighted in RED.
- **2.** Click on the targeted element. The element will be deleted.

# ✓ TIP:

In the Form Editor, to reverse an action or multiple actions (for example, undo a delete or multiple deletes), press the 'Esc' key.

## ADD SOME DESIGN FEATURES OF YOUR OWN

You can see that your form is gradually gaining shape. Now that you have gone through the process of adding, editing and moving elements, why not add some design features of your own?

Remember avoid clutter. Your aim is to design an attractive, well-balanced form.

For example, we have added a shaded box to highlight the MileSaver enquiry line. To balance the box on the page, we have made it the same width as the box below.

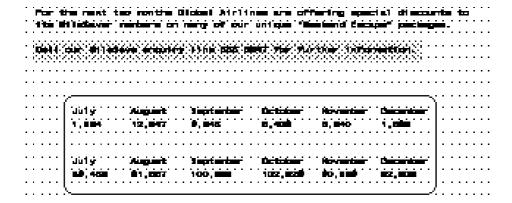


Figure 4-5: Highlighting the Mile-Saver enquiry line

#### ✓ TIP:

In Chapter 11 of this manual, there is a section 'Form Design Guidelines' that provides helpful design hints.

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Your final step is to add a heading to the form...

#### **ADDING STATIC TEXT**

As this is an introductory chapter, our aim in this section is take you through the basic steps required to add a font to the font list and then add static text to the form.

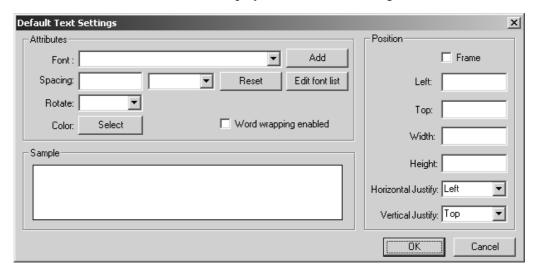
Chapter 11 contains detailed information on choosing fonts in *Form Design Guidelines* and adding fonts and static text in *Using the Text Tool*.

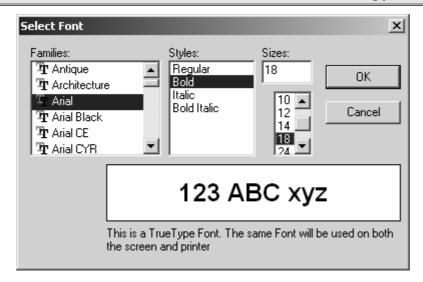
Static text can be added to a form and once added can be changed, edited, copied and deleted. Static text can be added for titles, headings, messages and so on. A variety of fonts in different styles and sizes can be used.

We are going to show you how to add a heading to the MileSaver statement. Your first step is to add the font you want to use to the Font List.

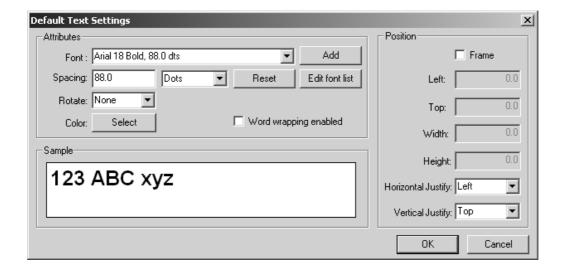
## Adding a font to the font list

- To add a font to the Font List:
- **1.** Click on the Text tool to select the tool.
- 2. Click on the Settings button to display the Default Text Settings dialogue.
- **3.** Click on the Add button to display the Select Font dialogue.





- **4.** Select the font family, style and size you require, then choose OK. (For a heading, choose a sans serif font in bold, large type. We have chosen Arial, Bold, 18 pt).
- **5.** The added font and a sample of the font will be displayed in the Default Text Settings dialogue.
- **6.** Choose OK to return to the Form Editor.



# **NOTE**:

The Designer's font handling capacities allow TrueType, PostScript and Bitmap fonts to be used. Depending on the configuration of your PC, you may not be able to see all the fonts available in the Select Font dialogue.

If you are using TrueType fonts, you must ensure that you have a HP LaserJet driver loaded on your PC (IID or higher). Refer to 'Changing the Font' in Chapter 5.

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After adding the font to the font list, you can add the static text to the form...

## Adding the static text

In the previous section, you added a font to the Font List and exited the Default Text Settings dialogue to return to the Form Editor. The Add Text tool is still selected in the Tools Bar.

We are going to show you how to add a heading for the company's name (Global Airlines) and document name (MileSaver Statement).

#### → To add static text to the form:

- 1. With the Add Text tool selected, move the pointer to the position on the page where you want to add the text and click. A flashing cursor will be displayed. (The Tools Bar is 'dimmed' indicating you are in Text Entry mode.)
- **2.** Type in the heading for the form. (We have typed in GLOBAL AIRLINES in upper case, pressed the Enter key for a line end, then typed MileSaver Statement in title case).
- **3.** When finished, click on the **RIGHT** Mouse button to exit Text Entry mode. The Tools Bar will no longer be dimmed.

The added text can be moved, copied, edited or deleted.

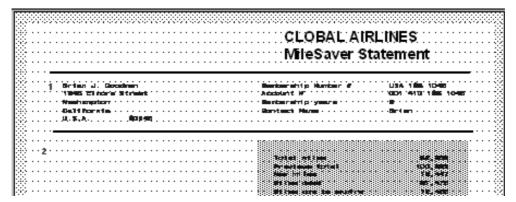


Figure 4-6: The added text

# Some points about adding text...

As you add text in either of the editors, you can use the keyboard as you would in a word processor to correct mistakes, end a line, insert text and so on. For example, use the Backspace key to delete a character to the left of the cursor, the Enter key to add a line end, the Delete key to delete a character to the right of the cursor.

Appendix A and Appendix B set out the use of keys for cursor movement commands and text editing commands in each editor.

# Moving the added text

Added text is moved in the same way as other elements. We have decided to reposition the heading we have added to the form.

#### → To move the added text:

- 1. Click on the Move tool (or use the Ctl+ M keys to select the tool).
- **2.** Move the pointer over the added text element (the targeted element will be highlighted in RED) and click.

The outline of the element will be displayed with the pointer to the top left of the element.

**3.** Move the pointer to the new position (the element will move with the pointer) and click again to place the element. If the position needs adjusting, repeat steps 2 and 3.

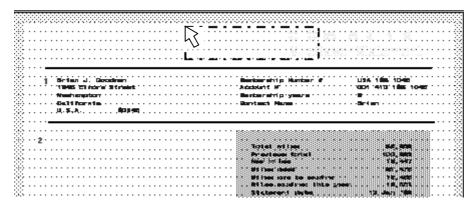


Figure 4-7: Moving the added text



# Congratulations!

You have now completed the tutorial. Of course there is a lot more you can do in the design of an environment and a form. All the design features available are described in other chapters in this manual under the appropriate headings.

Figure 4-8 shows the completed form for the model environment. We have placed the heading to the left of the form to allow for addition of the company logo (adding static images to a form is explained in Chapter 11). As the heading area is cramped, we have moved the form elements down the page and have switched back to the Environment Editor to move the text blocks.

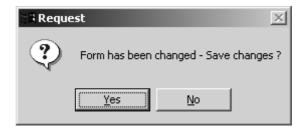
Look at your form in Full Page View and see if there are any changes you want to make, then when you are ready, switch back to the Environment Editor.

#### ✓ TIP:

To go to Full Page View, use the shortcut keys **Alt+1**.

#### → To switch to the Environment Editor:

- 1. Open the System menu and choose 'Switch' from the menu. A message dialogue will appear asking if you want to switch editors. Choose 'OK'.
- **2.** A second message dialogue will be displayed asking if you want to save the form. Choose 'Yes' to save your form. The form will be saved and you will be switched to the Environment Editor.



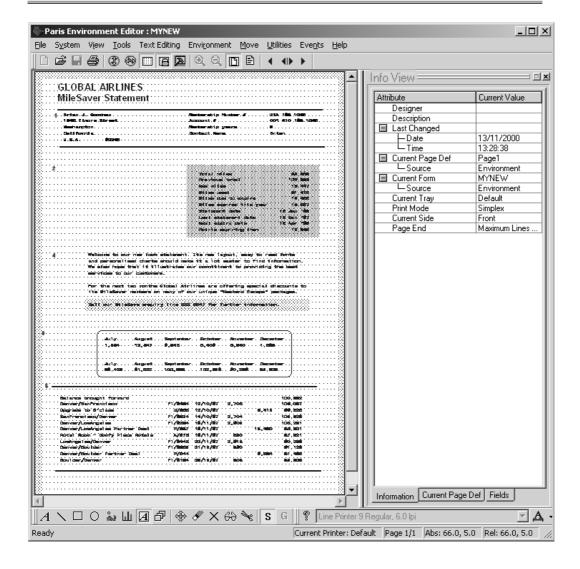


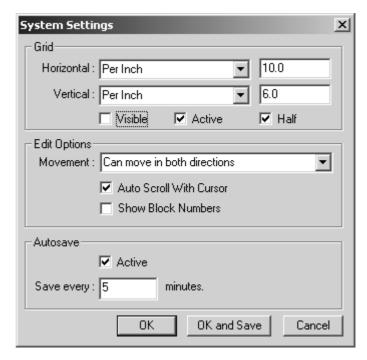
Figure 4-8: The text block and form elements displayed in the Environment Editor. The current attributes of the environment are displayed in the Data View.

# Hiding the Info View, grid and text block numbers

When you return to the Environment Editor, your environment elements will be displayed in BLACK and the form elements you have added displayed in BLUE. If you want to display the document without the Info View, grid and text block numbers, you can hide them.

#### To hide the Info View, grid and text block numbers:

- 1. Click on the 'x' in the top, right corner of the Info View dialogue.
- **2.** Choose Settings from the System menu (or use the shortcut keys **Alt+E**) to display the System Settings dialogue.
- **3.** Click on the selected 'Visible' and 'Show Block Numbers' checkboxes to remove the selection, then choose OK.



**3.** Press **Alt+1** to look at your environment in Full Page View. To return to Standard view, press **Alt+3**.

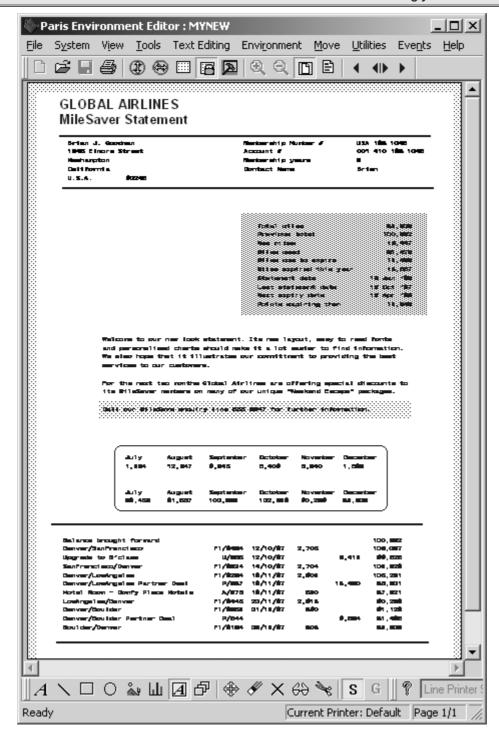


Figure 4-9: The final design of MYNEW.ENV

## **EXITING THE DESIGNER**

If you need to make further changes to the environment or form before exiting the Designer you can do so.

You can exit the Paris Designer from either editor. If you have made any changes to the environment or form you will be prompted to save them.

#### → To exit the Paris Designer:

- **1.** Select Exit from the File menu (or press **Alt+X**).
- **2.** Choose 'Yes' from the message dialogue that appears, to confirm that you want to exit.
- **3.** Choose 'Yes' from any subsequent message dialogues to save the changes you have made.



# **EDITING TEXT BLOCKS**

# IN THIS CHAPTER...

- DISPLAYING TEXT BLOCK SETTINGS
- EDITING TEXT BLOCK ATTRIBUTES
- EDITING THE FONT TYPE
- **EDITING THE FONT COLOR**

# **EDITING TEXT BLOCKS**

The settings for the printstream data in a text block can be edited. The text block's description, number of lines, font and font color can be changed and the text block can be clipped. Local text block events can be used to specify the conditions under which specified changes are to occur.

Although clipping a text block is part of the editing process, it is usually applied to copied text blocks. For this reason, 'Clipping a Text Block' is described after 'Copying a Text Block' in Chapter 6.

For clarity, the use of Local Text Block Events is described in Chapter 7, 'Using Events'.

The use of the Overflow and Position options are described in Part Three of the *Paris Designer Reference Manual* under the section '*Using the View/Change Text Block Settings dialogue*'.

This chapter explains how to edit a text block's data attributes, font and color. The model environment introduced in Chapters 3 and 4 of this manual is used to illustrate the editing process.

## DISPLAYING TEXT BLOCK SETTINGS...

Editing the settings for the data in a text block is achieved via the View/Change Text Block Settings dialogue.

The View/Change Text Block Settings dialogue can be displayed in a number of ways. These include:

- 1. Choosing the View tool, then clicking on the text block you wish to view, or
- **2.** Choosing a page definition to edit from the Print Order dialogue, then selecting a text block from the list and choosing the Edit tool, or
- **3.** Choosing the Current Page Def option from the Environment menu, then selecting a text block from the list and choosing the Edit tool.

Depending on your requirements, any of the above methods can be used to display the dialogue. Each of these methods is described on the following pages.

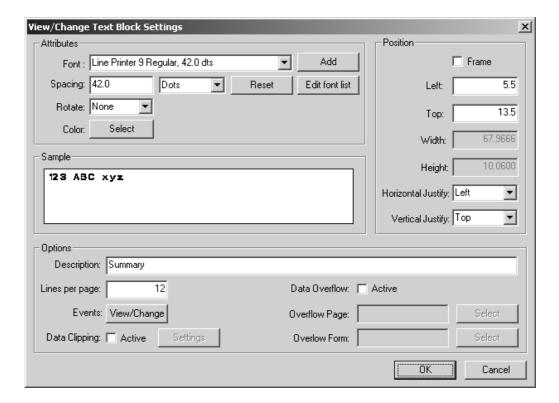
# ...by using the View tool

#### → To display the settings for a selected text block:



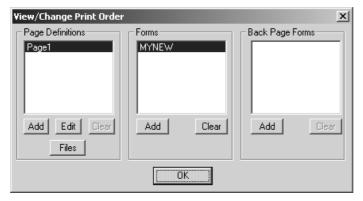
- **1.** Select the View tool then move the pointer over the text block to be edited. The targeted block will be highlighted in RED.
- **2.** Click on the targeted block. The View/Change Text Block Settings dialogue will be displayed.

Modifying the settings for the data in the selected text block is described in the relevant sections that follow.

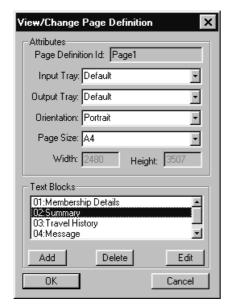


# ...by choosing Print Order

- → To display the settings for a text block:
- **1.** Open the Environment menu and choose the Print Order option to display the View/Change Print Order dialogue.



**2.** Choose the required page definition, then choose the Edit button. The View/Change Page Definition dialogue will be displayed.

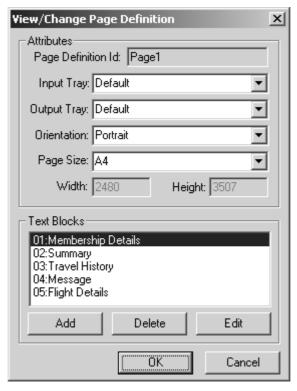


**4.** Choose the text block to be edited from the Text Blocks list, the choose the Edit button to display the View/Change Text Block Settings dialogue (p.106).

Modifying the settings for the data in the selected text block is described in the relevant sections that follow.

# ...by choosing Current Page Def

- → To display the settings for a text block:
- **1.** Open the Environment menu and choose the Current Page Def option to display the View/Change Page Definition dialogue.



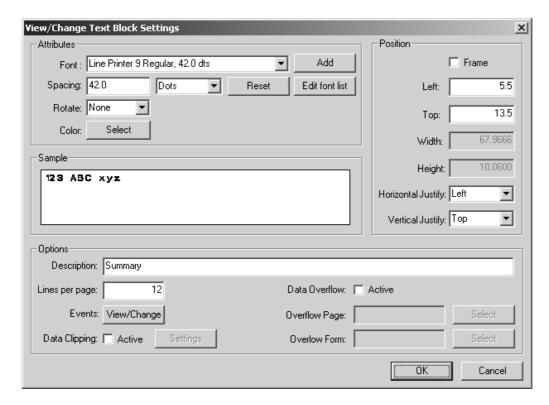
- 2. Choose the text block to be edited from the Text Blocks list.
- **3.** Choose the Edit button. The View/Change Text Block Settings dialogue will be displayed (see p. 106).

Modifying the settings for the data in the selected text block is described in the relevant sections that follow.

# ✓ TIP:

You can use the shortcut keys **Ctl+J** to display the Current Page Definition dialogue without having to go through the Environment menu.

# **EDITING TEXT BLOCK ATTRIBUTES**



# **Description**

When you create text blocks from your printstream data, each text block is given a description. This description can be edited.

# ✓ TIP:

If you choose Print Order to display the View/Change Text Block Settings dialogue as described on page 107, you will notice that each text block in the current environment is listed in the View/Page Definition dialogue.

# → To change the text block description:

Click in the Description box and edit as required.

# Lines per page

When you create text blocks from your printstream data, you determine the number of lines in each block. This can be changed, if necessary (refer to 'Creating Text Blocks' in Chapter 3).

### → To change the lines per page:

Click in the 'Lines per page' box and edit as required.

### **●** WARNING!

If you modify the number of lines in one text block, any subsequent text blocks may be affected and may also require editing. Similarly, if you delete a text block, you will need to edit the maximum lines in subsequent boxes.

# **Justification**

Changing the horizontal and vertical justification of a text block justifies the text within the block.

The Horizontal Justification for a selected text block can be set to Left, Right or Center.

The Vertical Justification for a selected text block can be set to Top, Bottom or Center.

# → To set the justification:

- 1. Click on the arrow next to the Horizontal or Vertical Justify box.
- 2. Choose the required text position from the list displayed.

# Changing the font

The font in a text block can be changed. Before you can change the current font, you must add the new font to the Font List.

# NOTE:

The Paris Designer's font handling capacities allow TrueType, PostScript and Bitmap fonts to be used in an environment. Depending on the configuration of your PC, you may not be able to see all the fonts available in the Select Font dialogue. If you are using TrueType fonts, you must ensure that you have an HP LaserJet driver loaded on your PC (IID or higher).

If a GDI printer driver is selected for the PC, bitmap fonts will not appear in the Font List.

Refer to 'Managing Printer Resources' in Chapter1 and 'Using the Font List function' in Chapter 21 of the Paris Designer Reference Manual.

### → To add a font to the Font List:

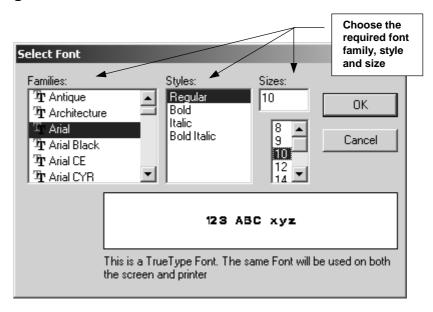
- 1. In the View/Change Text Block Settings dialogue, click on the Add button to display the Select Font dialogue.
- **2.** Select the required font, font style and size from the list, then choose OK. The font will be added to the Font List.
- **3.** Repeat the process to add more fonts to the list. Fonts added to the Font List are available for use in any text block in your environment.

### → To change the font in the text block:

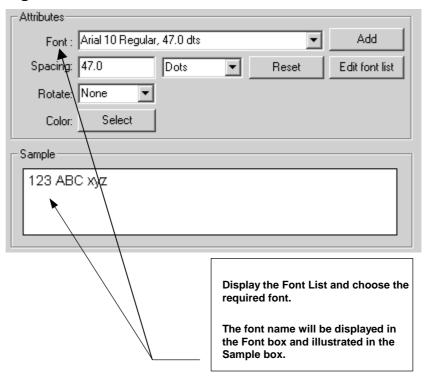
- 1. Click on the arrow next to the Font box to display the Font List then select the required font from the list. The font name will be displayed in the Font box and will be on view in the Sample box.
- **2.** Click on the OK button in the View/Change Text Block Settings dialogue. The font will be displayed in the selected text block.

**NOTE:** When you change the font in a text block, the tabs or columns in the block may be out of alignment. These can be adjusted by the use of a Data Change Event. Refer to Chapter 7, *Using Events*.

# Adding a font to the Font List



# Editing the font in the text block

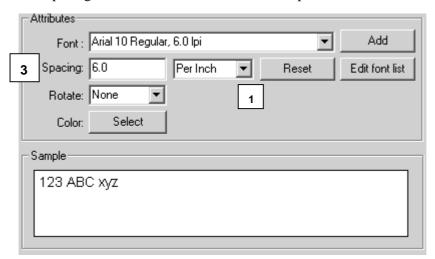


# Editing the font's line spacing

After you have edited the font, the line spacing in a text block can be edited if required. This may be necessary if the text block data is in columns and/or rows.

### → To change the font line spacing:

- 1. In the View/Change Text Block Settings dialogue, click on the arrow adjacent to the right Spacing box to display the list of spacing measurements.
- 2. Select the required measurement from the list.
- 3. In the left Spacing box, type in the numerical value required.
- **4.** Choose the OK button. You will be returned to the Environment Editor. The font's line spacing in the selected text block will be updated.



# **∅** NOTE

- 1. The font description in the Font box will not be updated with the changed spacing settings until the OK button is selected. If you want to check the settings, open the View/Change Text Block Settings dialogue again.
- **2**. Changing the font's line spacing will also affect other text blocks that use the same font list entry.

# Editing a text block's font in the model environment

In the model environment (MYNEW.ENV), the fonts Arial 10 Regular and Bold, Arial 12 Bold and Times New Roman 12 Regular and Bold have been added to the font list.

The font in the text blocks has been edited as follows:

Text Block	Font
Membership Details	Arial 10 Bold
Summary	Arial 10 Regular
Travel History	Arial 10 Regular
Message	Times New Roman 11 Regular
Flight Details	Arial 10 Regular

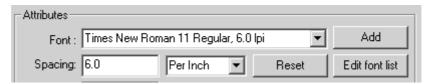


Figure 5-10: Editing the font in the Message text block

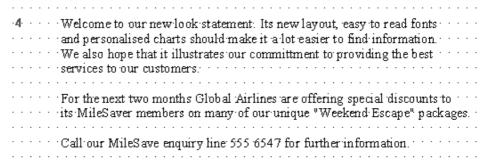


Figure 5-11: The edited font

# Editing the font list order

The order of fonts in the Font List can be changed, but this option must be used with extreme caution. (Refer to the warning below.)

Refer to The Output Settings function in Chapter 5 of the Paris Designer Reference Manual for more information.

# **●** WARNING!

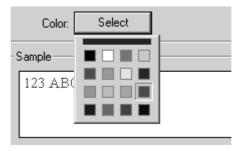
The only reason you should change the order of fonts in a font list is when you are using font indexing, otherwise you must not change the order.

# Editing the font color

The color of the text in the text block can be edited. When you do change the font color in a selected text block, it will not be visible on the screen. This is to avoid confusion with system colors such as RED, which is used to indicate targeted elements, and BLUE and BLACK, which are used to distinguish between the elements created in each editor.

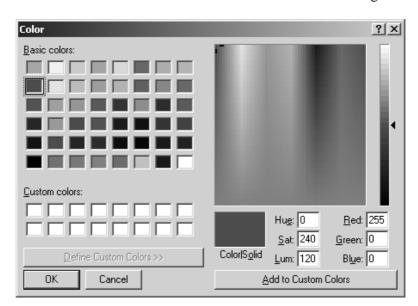
### → To select a color :

1. Click on the Select button next to the Color option to display the basic Color Palette.



2. Either: Click on a color in the palette to choose that color,

**Or**: Right mouse click on a color to display the larger Color Palette. Choose a color from the Basic colors or add a Custom color to the range.



- **3.** Choose OK to return to the Environment Editor.
- **4.** To view the changed color, use the Preview option in the System menu.

# → To preview the current page:

Choose the Preview button from the Files Bar.



The page will be displayed with the text in the added color. If color has been defined for other elements on the page, it will also be visible. System colors will not be visible.

Press Alt+V again to cancel Preview and return to the editor.



While in 'Preview' mode, all edit functions are suspended.

# MANIPULATING TEXT BLOCKS

Once text blocks are created, they can be moved, copied or deleted.

# IN THIS CHAPTER...

- COPYING A TEXT BLOCK
- CLIPPING A TEXT BLOCK
- DELETING A TEXT BLOCK

# MANIPULATING TEXT BLOCKS

When you load printstream data into a default environment, it appears in the environment as a single text block. You can divide this text block and create a text block for each piece of data that has to be separately arranged and printed on the page.

Text blocks that have been created for the printstream data can be moved, copied or deleted. 'Creating Text Blocks' and 'Moving a Text Block' are described in Chapter 3 of this manual.

The following sections describe how to copy and delete text blocks using the MileSaver model environment as an illustration.

# **COPYING A TEXT BLOCK**

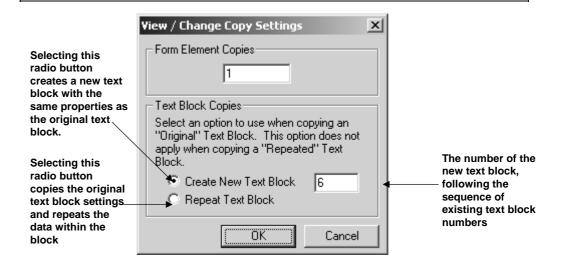
Text blocks are copied via the View/Change Copy Settings dialogue which gives you the option to 'Create New Text Block' or to 'Repeat Text Block'.

If the 'Create New Text Block' radio button is selected, the number that appears in the box is the next in sequence according to the number of text blocks you have already created. If you choose 'Create New Text Block', you copy only the text block settings.

If you choose 'Repeat Text Block', you copy the settings and the printstream data that is in that block.

### For example:

- 1. If your data is a list of account holders, once you have created the text block settings for the first account holder, you can copy them repeatedly to **create new text blocks** for the remainder.
- 2. If you have created the text blocks for an invoice and want to repeat the information in one text block elsewhere on the invoice (an address, for example), you would **repeat the text block**.



**NOTE:** The Form Element Copies section of the dialogue is used to copy dynamic form elements in an environment. Refer to Chapter 10 of this manual.

# Creating a new text block

Creating a new text block will copy the text block settings but will insert the next portion of the printstream data into the block.

### For example:

You could select this option to create mailing labels from a mail list.

After modifying the first text block in the printstream data to hold the data for the first label on the list, you could use the settings for the first text box to **create new text blocks** for the remaining labels.

### → To create a new text block:



- 1. Click on the Copy tool, then click on the Settings button. The View/Change Copy Settings dialogue will be displayed.
- 2. Select the Create New Text Block radio button.

### 3. Either:

Accept the text block number displayed (normally this is the highest text block number plus one) and choose the OK button.

#### Or:

Type in the number for the new text block and choose OK. (You can insert a new text block between existing text blocks, numbers do not have to be sequential.)

The new text block will appear on the page containing the next portion of printstream data. The attributes will be the same as those in the text block being copied.

### ✓ TIP:

If the text block numbers are not displayed, select Settings from the System menu and choose 'Show Block Numbers' from the Edit Options section of the System Settings dialogue.

# Repeating a text block

Repeating a text block will copy the text block settings and data.

#### For example:

You could use this option to repeat an account holder's name and address on a tear-off coupon on the page.

### → To repeat a text block:

- 1. Click once on the Copy tool, then click on the Settings tool. The View/Change Copy Settings dialogue will be displayed.
- 2. Select the Repeat Text Block radio button, then click on OK.
- **3.** Move the pointer over the text block to be copied (it will be highlighted in RED) and click on the text block. A dotted outline of the copied text block will appear.
- **4.** Move the repeated text block to the required position on the page and click to place the block.

### Some points about repeated text blocks

- When you repeat a text block on a page, the equivalent text block on subsequent pages will also be repeated.
- To distinguish a repeated text block from an original text block, the data color in repeated text blocks is displayed in **GREY**.
- A repeated text block has the same number as the original text block.
- The attributes of a repeated text block can be edited, but the Maximum Lines **must** remain the same as in the original text block.

# Editing the repeated text block

Repeated text blocks are listed as a sub-group of the original text block in the View/Change Page Definition dialogue (displayed by selecting 'Current Page Def' from the Environment menu).

The attributes of a repeated text block can be edited. For example, the text block can be given a new description to identify it. This is especially useful if you are going to clip the text block and alter its contents.

# → To edit the repeated text block:



- 1. Click on the View tool, then click on the repeated text block. The View/Change Text Block Settings dialogue will be displayed.
- **2.** Edit the attributes of the text block as required, then choose OK.

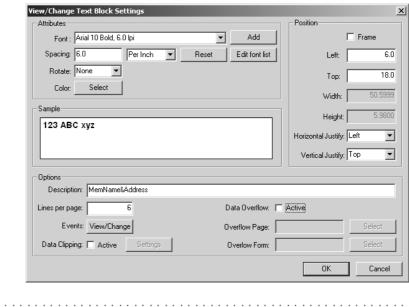
# **●** WARNING!

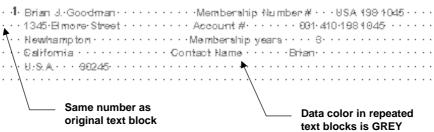
The 'Lines per page' in a repeated text block **must** remain the same as in the original text block.

# Repeating a text block in the model environment

In the MileSaver model environment, the 'Membership Details' text block has been repeated and placed at the foot of the page. As with the original, the columns in the repeated text block are out of alignment, but we intend to clip the repeated text block and keep only the name and address.

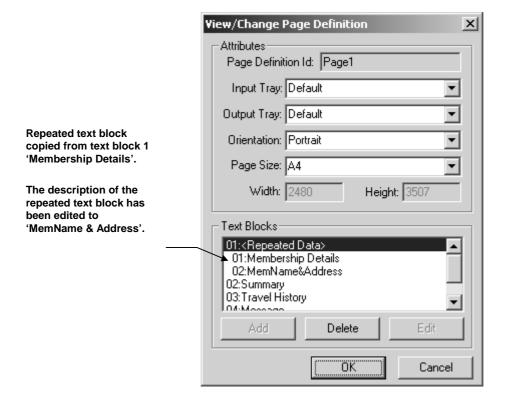
The description for the repeated text block has been edited to 'MemName & Address' and the font in the text block has been changed (the font Arial 10 pt Bold was first added to the Font List).





# Viewing the repeated text block

To view the changes made, we selected 'Current Page Def' from the Environment menu to display the View/Change Page Definition dialogue.



In the next step, we are going to clip the repeated text block.

# **CLIPPING A TEXT BLOCK**

The Data Clipping option allows you to cut a portion of the printstream data out of a selected text block. This option is particularly useful if you wish to edit repeated text blocks.

You can specify the range of lines and characters that you wish to **remain** in the text block. Lines and characters outside the range are discarded.

The 'First Line' to 'Num. Lines' range is to indicate the number of lines from the selected first line you want to keep. The same principle applies to the number of characters in a line, from the position of the 'First Char' to the 'Num. Chars'.

For example, if you had 15 lines of data in a text block and you wished to keep Line 6 to Line 10, you would enter 6 in the First Line box and 5 in the Num. Lines box [6 to 10 (inclusive) is 5 lines]. If you wanted to keep all the lines after line 6 you would not change the default Num Lines (250).

Similarly if you wanted to keep only the first 30 characters in each line, you would enter 1 in the First Char box and 30 in the Num. Chars box.

Again, if you wanted to keep the 20th to the end character, you would enter 20 in the First Char box and leave Num. Chars. as it is.

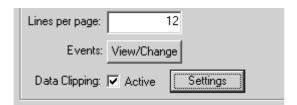
# Some more points about clipping the data in a text block

- When you clip a text box on a page, the equivalent text box on subsequent pages will also be clipped.
- You can remove the Clip Attributes for a text block by de-selecting the Data Clipping Active checkbox.

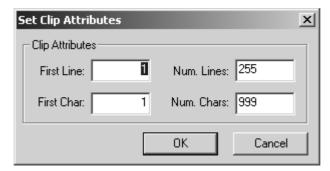
### → To 'clip' a text block:



- 1. Click on the View tool, then click on the text block to be clipped. The View/Change Text Block Settings dialogue for the text block will be displayed.
- **2.** Select the Data Clipping Active checkbox to activate the adjacent Settings button.



**3.** Click on the Settings button to display the Set Clip Attributes dialogue.



- **4.** Edit the Clip Attributes as required, when finished, click on OK. You will be returned to the View/Change Text Block Settings dialogue.
- **5.** Choose OK to exit the dialogue. The selected lines and characters will be displayed in the text block.
- **6.** If you want to make any adjustments to the clipped data, repeat the process.

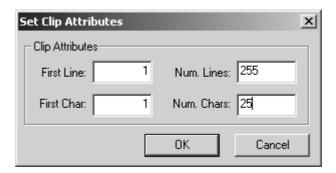
# **●** WARNING!

The Clip function will affect any existing events in the text block (such as an Update Field event).

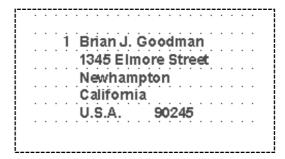
It is **highly recommended** that events are added to an **original** or **repeated** text block **after** it has been clipped.

# Clipping a text block in the model environment

In the MileSaver model environment, we have clipped the repeated text block, Name and Address, as illustrated below.



The clipped text block displays the name and address only. The data outside the range cannot be seen.



# **DELETING A TEXT BLOCK**

If you delete an **original** text block, you are deleting the block only, not the printstream data contained within the block.

Once a text block is deleted, the printstream data contained within the deleted text block will then flow on to the following text block. As a result, **all** the subsequent text blocks will be affected and will probably require modification.

However, **repeated** text blocks can be deleted without original text blocks being affected.

✓ TIP: The data in a text block can be 'hidden' from view by using a Data Change event to overprint all the data with nulls (blank spaces). This is explained in Chapter 7 in the example 'Adding a Data Change event to the model environment (2) - Hiding a text block'.

# → To delete a text block:



- 1. Choose the Delete tool from the Tools Bar (or use Ctl+D).
- **2.** Move the pointer over the text block to be deleted (it will be highlighted in RED) and click. The text block will be deleted.

**★ WARNING!** If you delete a text block, you cannot undo the deletion.

# **USING EVENTS**

An event in the Paris Designer is a conditional or unconditional process that takes place. This chapter explains the use of input and output events to control the appearance of the printed page.

# IN THIS CHAPTER...

- ABOUT EVENTS
- USING LOCAL TEXT BLOCK EVENTS
- USING INPUT EVENTS
- USING TESTS

# **ABOUT EVENTS**

The Paris Designer offers you a wide range of input and output events to choose from so that you can control the appearance of the printed page.

### WHAT IS AN EVENT?

An event in the Paris Designer is a conditional or unconditional process that takes place. For example, an event can be a change of font, change of form or a page end and can have set conditions under which the event is to take place.

### Unconditional event

If an event is unconditional, the process (event) takes place where specified and no test is involved.

For example, you may want the font in a column in your data to be in a Bold typeface. To do this, you would use a Local Text Block 'Data Change' event and you would specify What To Change (the font) and When To Change (the line position and number of characters and lines across which the font change is to occur).

### **Conditional** event

If an event is conditional, the process (event) will take place only if certain test conditions are met.

These test conditions may relate to the match of a character string or a numerical match (greater or less than). For example, you have created an environment for invoice data and you wish to select paper from another tray when the total amount due is less than \$100. This can be achieved by using a Page/Para event (refer to page 167).

Multiple events can be conducted on the same page, for example, you may also wish to change the form when the amount is less than \$100. This can be achieved by using a Change Form event.

# WHY AND HOW ARE EVENTS USED?

Events are extremely useful because they make documents highly dynamic and functional.

Events can be used to make changes to the data in text blocks, update fields, change forms, change page definitions and even change environments.

Events can be used to select input and output paper trays, to end a page or text block and to print or not print records.

The wide range of event types offered by the Paris Designer is described on the following pages.

# USING LOCAL TEXT BLOCK EVENTS

Local text block events are output events that allow you to specify changes that are to take place within (local to) a specific text block. They will not affect other text blocks.

Local text block events are added to a text block via the View/Change Event List dialogue (accessed from the View/Change Text Block Settings dialogue). Once added, an event can be edited or deleted.

Added events can also be placed on the Clipboard to be copied to text blocks in the same or other environments.

# TYPES OF LOCAL TEXT BLOCK EVENTS

The types of local text block events in the Designer are:

- Data Change events, which are used to specify What to Change in the text block data and When to Change.
- Update Field events, which are used to fill fields with data (the fields will have been previously defined in the environment, see Chapter 8).
- Change Form events, which are used to change the form being used in an environment if certain test conditions are met.
- Change Back Form events, which are used to change the form on the last page of an environment.
- Select Device Features events, which are specific events that allow the user to insert code to activate device specific features such as stapling, binding, collating, folding and so on.

### NOTE:

Change Form and Change Back Form events can also be applied to the entire page (all text blocks) via Page/Para events. Refer to Page/Para events on page 167.

# **Data Change events**

Data Change events specify 'What to Change' in the text block data and 'When to Change' the data (including where to make the changes, such as the range of characters and lines).

# **What To Change**

There are five groupings of data changes that can be made:

- Color change,
- Font change,
- Text string change,
- Set columns and tabs,
- Upper and Lower Case conversions.

# When To Change

Events can be instigated in a text block:

- At a specified position
- At a position determined by a test
- Across a range determined by a test
- Across a specified range
- Across a range if the test is satisfied
- At a position within a range

Depending on the option chosen, the lines, characters and tests required for the event will need to be defined.

# For example:

You may wish any statement items that are a credit to appear in a Bold typeface.

You can achieve this via a Font Change event on any line that contains the characters 'CR'.

# **Update Field events**

A field is an area where information can be stored and manipulated. A field can contain text or numbers and can:

- Have a static value,
- be extracted from incoming data,
- be the result of a mathematical calculation.

Update Field events are used to load data from the printstream into a specified field. *Using Fields* is described in Chapter 8.

# **Updating a field**

There are two options available to update a field.

- **Fill** which overrides any existing contents in the field and fills the field with specified data.
- **Increment** which adds specified data to the existing contents of the field.

The First Line, First Character, Number of Lines and Number of Characters for the field are where the data to fill or increment the field is located in the text block.

Once filled, fields can be merged into added text in the environment and be positioned anywhere on the page or used to fill charts (refer to Chapter 10, '*Using Dynamic Form Elements*').

Certain events can be conducted on the content of these fields, such as the selection of a graphic based on a part number (refer to Chapter 8, '*Using Fields*').

# **Change Form events**

The Change Form local text block event allows you to change the form being used by the environment if certain test conditions are met.

The form change would occur from within the text block in which the Change Form event is specified.

# For example:

If you are printing invoices, you may wish to change the form used in an environment if the word 'Credit Note' appears in a text block. You can do this by:

- Editing the text block Change Form Event attribute,
- Selecting the form to 'Change To', and
- Setting up a test to verify the occurrence of the text string 'Credit Note'.

If the text string is verified, the form will be changed.

# 

- A 'Change Form' Local Text Block event searches the specified text block only.
- A 'Change Form' Page/Para event searches the whole printstream (refer to *Page/Para Events* in this chapter).
- If there are 2 or more 'Change Form' Local Text Block events in an environment, the **LAST** one takes priority the others are ignored.

# **Change Back Form events**

A Change Back Form event is used to change the form on the back of the current page.

### For example:

If printing duplex (double-sided) invoices, you may wish to print the form containing the method of payment on the reverse side. However, when the invoice total is less than \$100, you may wish to use a form that contains a different payment method.

### **M** NOTE:

If printing in **Duplex**, 'Duplex Printing' must be selected in Output Settings. The Output Settings option is accessed from the Environment menu. Refer to *The Output Settings Function* in Chapter 5 of the *Paris Designer Reference Manual* for more information.

If printing in **Simplex**, the default Back Form can be set via the Print Order (refer to Chapter 9, *Using Forms and Page Definitions*).

### **Select Device Features events**

Select Device Features events are specific events that allow the user to insert code to activate device specific features such as stapling, binding, collating, folding and so on.

The use of these events requires a thorough understanding of the workings of PostScript commands, including the manual editing of XPD files, the use of syntax and so on. Refer to Appendix D, 'Device Specific Features in the Paris System' in the Paris Designer Reference Manual.

### **ADDING A LOCAL TEXT BLOCK EVENT**

### → To add a local text block event:

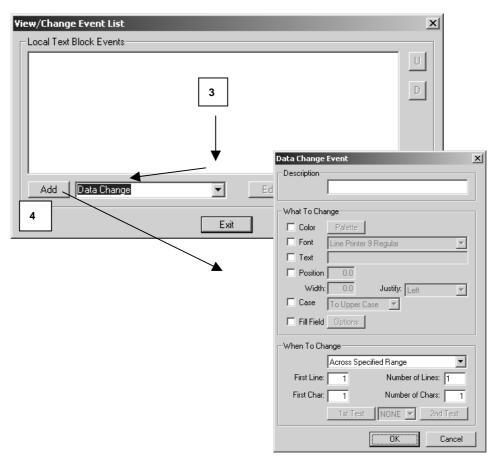


- 1. Click on the View tool, then click on the text block to which the event is to be added. The View/Change Text Block Settings dialogue will be displayed.
- **2.** In the dialogue, click on the View/Change button to open the View/Change Event List dialogue.

Any events that have previously been added to the selected text block will be displayed in the list of Local Text Block Events.

- **3.** Click on the arrow to display the drop-down menu and select the type of event to be added to the current text block.
- **4.** Click on the Add button. The associated event type dialogue will be displayed.

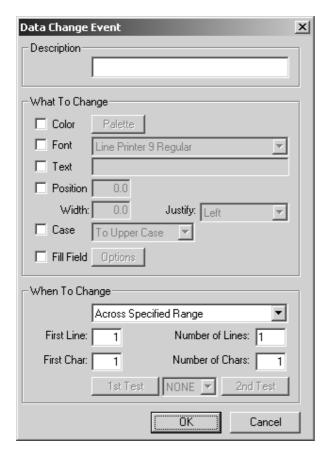
The use of each event type dialogue is described in the sections that follow.



# Adding a Data Change event

### → To add a Data Change event:

- 1. Display the list of event types in the View/Change Event List dialogue as described on page 138, and choose Data Change from the list.
- **2.** Click on the Add button. The Data Change Event dialogue will be displayed.



# **√** TIP:

Data Change Events can quickly be added by using the shortcut keys **Ctl+F**. Using the Edit tool, the cursor is positioned in the text block where the event is to be added. The Data Change Event dialogue is displayed by pressing the shortcut keys **Ctl+F**.

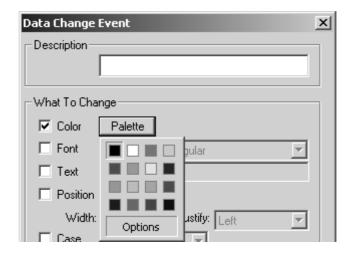
This method is explained and illustrated in the example at the end of this section.

### **Description**

A Data Change Event can be given a description that identifies the event. For example, if you are setting the columns in a text block you may call the event 'Set Columns'.

### **What To Change**

Specifies 'What to Change' in the text block data. ('When to Change' specifies when and where to make the changes, such as the range of characters and lines).



### → To change the color:

- **1.** Select the Color checkbox to activate the Palette button then click on the Palette button to display the basic 16-Color Palette.
- **2. Either**: Click on a color in the palette to choose that color,

**Or**: Right mouse click on a color to display the larger Color Palette. Choose a color from the Basic colors or add a Custom color to the range.

**Or:** If you click on the Options button, you are given the option to load a previously created palette, save a palette or open the Custom Palette.

# NOTE:

The Color Palette is available for use in many of the dialogues in the Paris Designer. Chapter 22 of the *Paris Designer Reference Manual* describes *The Color Palette Function* in detail.

### → To change the font:

- 1. Select the Font checkbox to activate the Font list drop-down menu.
- 2. Display the Font list and select the required font from the list.

### → To insert text:

Select the Text checkbox, then click in the adjacent box and type in the required text. (The text will be inserted/overprint at the position and range specified. See 'When To Change' on the following page.)

### → To set the tabs and columns:

Select the Position checkbox to activate the Position, Width and Justify boxes which can be selected and edited accordingly.

Refer to the example:

Adding a Data Change event (1): Setting the tabs and columns on page 144.

### → To change the case of text block data:

Select the Case checkbox to activate the Case options. Display the Case list and select the required option. The case will be changed across the range specified. (See 'When To Change' on the following page.)

### NOTE:

A Data Change Event to make any case changes to text can only be used for text in the English language).

### → To insert a field's value:

- 1. Click on the Fill Field checkbox to activate the Options button.
- **2.** Click on the Options button to display the Fill Field Settings dialogue then click on the Field button in the dialogue to display the Field List.
- **3.** Choose the required field from the list then Choose OK.

### NOTE:

For more detailed instruction, refer to 'Inserting a field into a text block' in Chapter 20 of the Paris Designer Reference Manual.

# When to Change

Specify 'When to Change' the data (including where to make the changes, such as the range of characters and lines).

### → To select 'When To Change':

Display the When To Change list and choose an option from the list. Depending on the option chosen, the First Line, First Char, Number of Lines, Number of Chars will be activated as illustrated opposite.

The **First Line** is the first line in the position or range.

The **First Char** is the first character in the position or range.

The **Number of Lines** is the number of lines in the test or range.

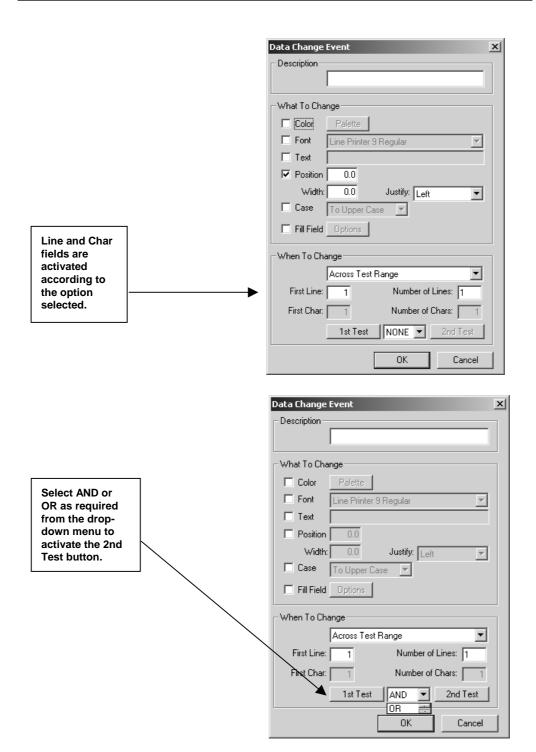
The **Number of Chars** is the number of characters in the range.

The **1st Test** is the first test for the event.

The **2nd Test** is the second test for the event (active if AND or OR selected).

# NOTE:

You can only use tests if you have specified a When to Change option that has 'test' in its description. Refer to the chapter *Using Tests* later in this chapter for more information about setting up test conditions.



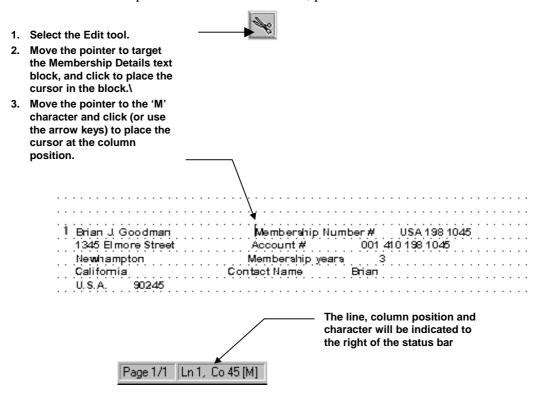
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# Adding a Data Change event (1): Setting the tabs and columns

After editing the font, the tabs and columns in some of the text blocks in the model environment are out of position. To correct this we are going to use Data Change events.

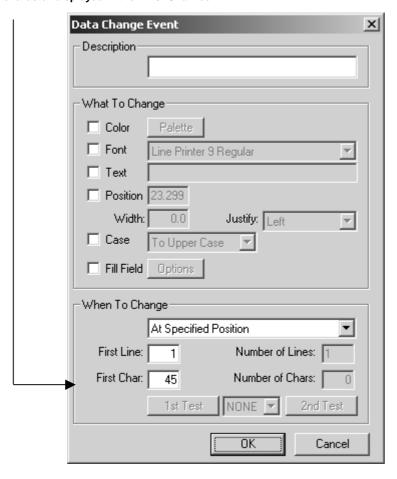
To correct the columns in the Membership Details text block, the position must be changed. We want to align the first column with the character 'M' in 'Membership Number'.

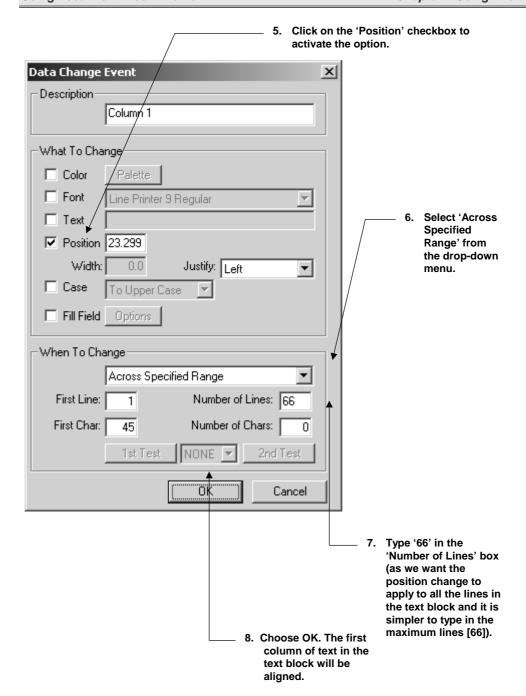
To check the position of the first character, proceed as follows:

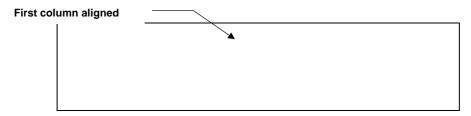


#### 4. Press CtI+F.

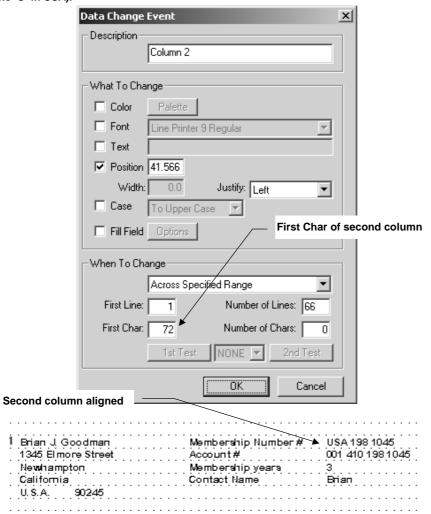
The Data Change Event dialogue will be displayed with the position of the character displayed in the 'First Char' box.







9. Repeat steps 2 to 8 to align the second column (the first character for the second column is the 'U' in USA).



10. Click on the RIGHT Mouse button to exit Edit mode. Repeat the process to align the tabs and columns in the remaining text blocks.

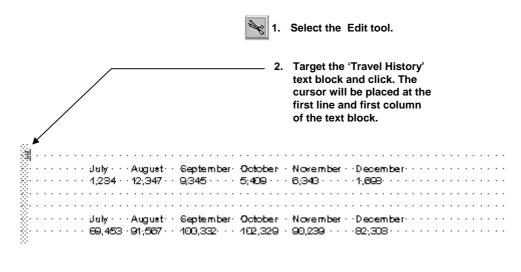
### Adding a Data Change event (2): 'Hiding' a text block

This example explains how to use a Data Change event to 'hide' a text block.

In Chapter 8, using the model environment as an example, we explain how to create and fill fields with text extracted from the 'Travel History' text block. We then explain how to use those fields to generate a chart. The chart that is generated then represents the information contained in the Travel History text block.

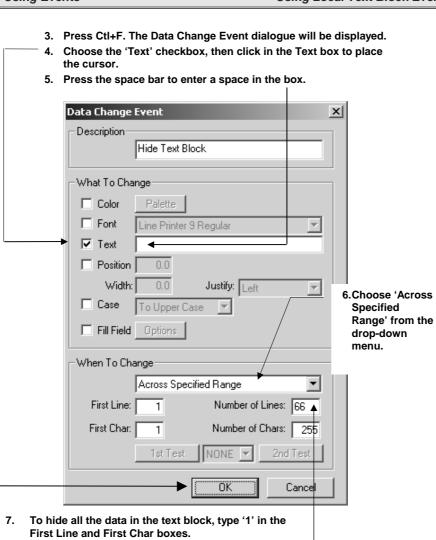
As there is no longer any need to keep the Travel History text block on view, it can be 'hidden' by using a Data Change event. (Hiding a text block from view removes clutter and, in this case, avoids unnecessary duplication of information.)

To hide the text block, proceed as follows:



### **M** NOTE:

With the Edit tool selected, if you target and click on a text block, the cursor always jumps to the first line and column of the block.



Type '66' in the 'Number of Lines' box and '255' in the 'Number of Chars' box (as the blank space is to apply to all the lines and characters in the text block and it is simpler to type in the maximum lines and maximum characters in a line).

Choose OK. You will be returned to the Environment Editor and the text block will be hidden from view. (The text block number will still be visible, indicating the presence of the block).

#### **M** NOTE:

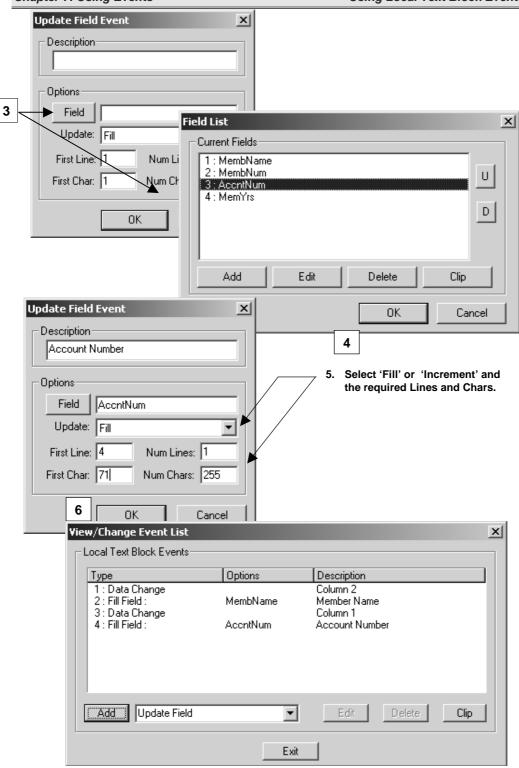
To make the text block visible again, select the View tool, click on the text block number to display the View/Change Text Block Settings dialogue and delete the Data Change event.

## Adding an Update Field event

The following merely takes you through the process of adding an Update Field Event. Of course, before this can be done fields must be added to the environment. This is explained and illustrated in Chapter 8, *Using Fields*, including the use of an Update Field event in the model environment.

### → To add an Update Field event:

- **1.** Display the list of event types in the View/Change Event List dialogue as described on page 138, and choose Update Field from the list.
- **2.** Click on the Add button. The Update Field Event dialogue will be displayed.
- **3.** Click on the Field button to display the Field List dialogue then select the required field from the Current Fields list.
- **4.** Choose the OK button. The selected field will be displayed in the Update Field Event dialogue.
- **5.** Select 'Fill' or 'Increment' from the Update list and the First Line, First Char, Num Lines, Num Chars as required.
- **6.** Choose the OK button. You will be returned to the View/Change Event List dialogue. The added event will be displayed in the Local Text Block Events list.



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## Adding a Change Form event

A Change Form event is added to the text block where you want the form change to take place.

#### **●** WARNING!

There are two types of Change Form events, those that are Local Text Block events and those that are Page/Para events (see p.167). Avoid using both types in the one environment.

### → To add a Change Form event:

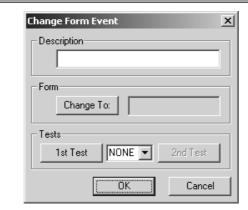
- **1.** Display the list of event types in the View/Change Event List dialogue as described on page 138, and choose Change Form from the list.
- 2. Click on the Add button to display the Event: Change Form dialogue.
- **3.** Click on the Change To button to display the Select/Enter File To Load (.FRM) dialogue.
- **4.** Choose the required form filename, then choose Open. You will be returned to the Event: Change Form dialogue. The selected form filename will be displayed in the Change To box.
- **5.** Set the test conditions under which the form change is to take place.
- **6.** Choose the OK button.

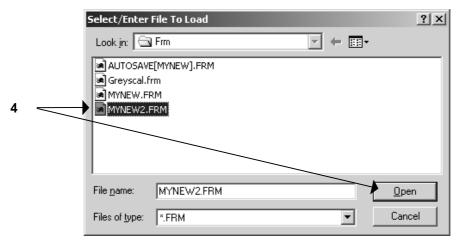
### NOTE:

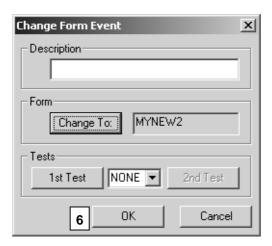
Refer to *Using Tests* in this chapter for information regarding setting up test conditions.

In Chapter 7 of the *Paris Designer Reference Manual* detailed information on each test option and its use is given under the section '*Using Tests*'.

3







# Adding a Change Back Form event

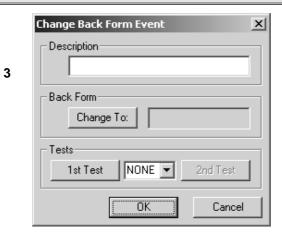
### → To add a Change Back Form event:

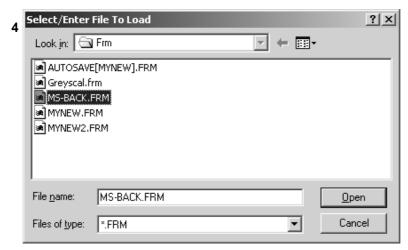
- **1.** Display the list of event types in the View/Change Event List dialogue as described on page 138, and choose Change Back Form from the list.
- 2. Click on the Add button to display the Change Back Form Event dialogue.
- **3.** Click on the Change To button to display the Select/Enter File To Load dialogue.
- **4.** Choose the required form filename, then choose Open. You will be returned to the Change Back Form Event dialogue. The selected form filename will be displayed in the Change To box.
- **5.** Set the test conditions under which the form change is to take place then choose the OK button.

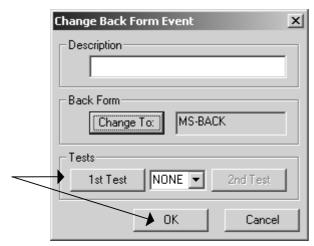
### NOTE:

Refer to the *Using Tests* in this chapter for information regarding setting up test conditions.

In Chapter 7 of the *Paris Designer Reference Manual* detailed information on each test option and its use is given under the section '*Using Tests*'.







## Adding a Select Device Features Event

The following takes you through the process of adding a text block Select Device Features event to an environment. Before this can be done, device specific features must be added to the Paris system and a thorough understanding of the use of the features is required. This is described in Appendix D, 'Device Specific Features in the Paris System' of the Paris Designer Reference Manual.

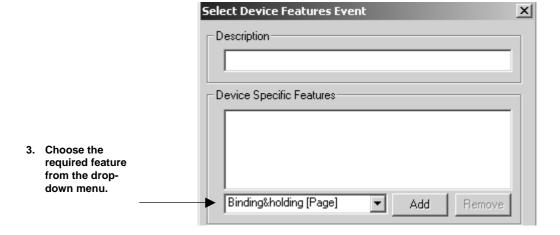
#### → To add a Select Device Feature event:

- 1. Display the list of event types in the View/Change Event List dialogue as described on page 138, and choose Select Device Features from the list.
- **2.** Click on the Add button to display the Select Device Features dialogue.
- **3.** Choose the required feature (added as described in *Appendix D of the Paris Designer Reference Manual*).
- **4.** Click on the Add button to add the event and display it in the Device Specific Features list.
- **5.** Set the test conditions as required, then choose the OK button. The added event will be displayed in the View/Change Event List dialogue.

#### **M** NOTE:

Refer to the *Using Tests* in this chapter for information regarding setting up test conditions.

In Chapter 7 of the *Paris Designer Reference Manual* detailed information on each test option and its use is given under the section '*Using Tests*'.



Select Device Features Event × Description Binding&holding: insert in Page Header 4. Click on the Add <del>Device Specifi</del>c Features button. Binding&holding [Page] Add Remove Tests NONE ▼| 1st Test 2nd Test ÖK Cancel

### **EDITING A LOCAL TEXT BLOCK EVENT**

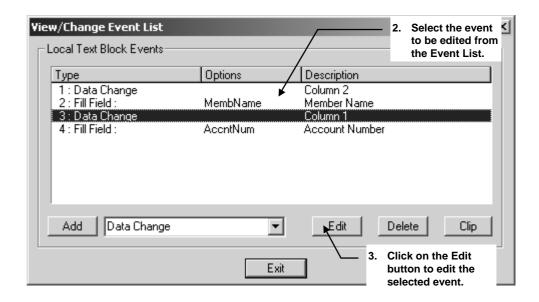
Once a local text block event has been added to the event list, it can be edited.

#### → To edit a local text block event:

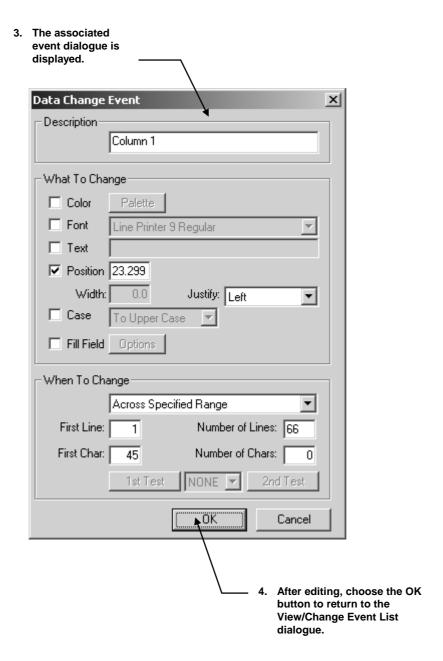
1. Display the View/Change Text Block Settings dialogue as described on page 138 and click on the Events button to display the View/Change Event List dialogue.

Events that have been added to the selected text block will be displayed in the Local Text Block Events list.

- **2.** Choose the event to be edited from the list. The Edit and Delete buttons will be activated.
- **3.** Click on the Edit button. The dialogue for the selected event will be displayed.



- **4.** Edit the event as required, then choose 'OK' to return to the View Change Event List dialogue.
- **5.** Repeat steps 2 to 4 to edit other events in the list.



### DELETING A LOCAL TEXT BLOCK EVENT

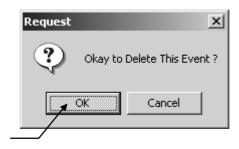
An event that has been added to a text block can be deleted.

#### → To delete an event:

1. Display the View/Change Text Block Settings dialogue as described on page 138 and click on the Events button to display the View/Change Event List dialogue.

Events that have been added to the selected text block will be displayed in the Local Text Block Events list.

- **2.** Choose the event to be deleted from the list, then choose the delete button. A message dialogue will be displayed, requesting confirmation or cancellation of the deletion.
- **3.** Choose the OK button to delete the event. You will be returned to the View/Change Event List dialogue. The event will be deleted from the list.

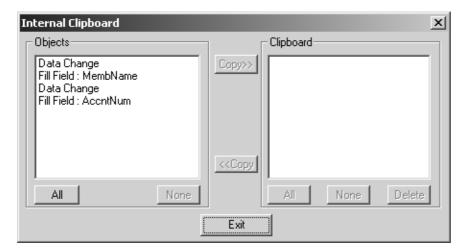


3. Choose OK to delete the event.

### COPYING AN EVENT TO THE CLIPBOARD

Events you add to a text block may be applicable other text blocks or environments. Such events can be copied to the Clipboard, then added to the appropriate text block and edited, if required.

When an event is placed on the Clipboard, it will remain there until deleted from the Clipboard, or until you exit the Designer.



#### **M** NOTE:

When the Internal Clipboard is opened from a dialogue, the Objects listed in the Clipboard are relevant to the dialogue.

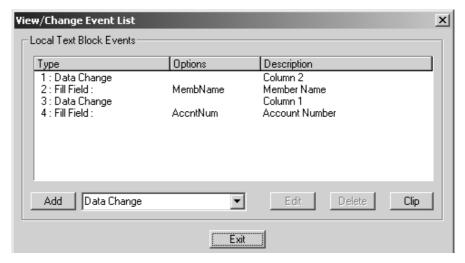
For example, when the Clip button is selected in the View/Change Event List dialogue, the events in the text block are displayed in the Objects list.

When the Clip button is selected in the Field List dialogue, the fields in the environment are displayed in the Objects list.

### → To copy an event to the Clipboard:

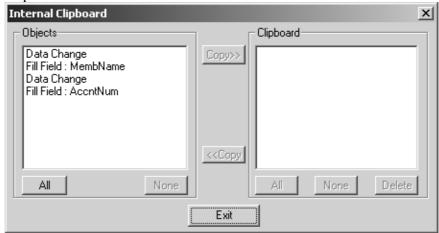


- 1. Click on the View tool, then target the text block containing the event to be copied and click. The View/Change Text Block Settings dialogue will be displayed.
- **2.** Click on the Events: View/Change button to display the View/Change Event List dialogue. The events that have been added to the text block will be listed in the dialogue.



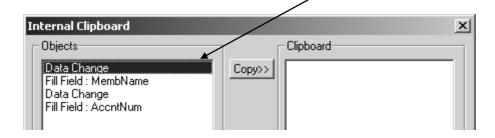
**3.** Click on the Clip button. The Internal Clipboard dialogue will be displayed, listing all the events in the text block.

Multiple events can be selected by clicking on each event individually or the 'All' button can be selected to copy all the events in the text block on to the Clipboard.

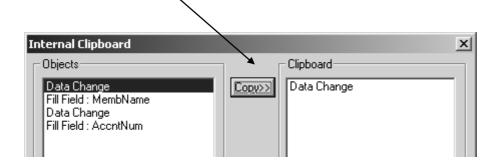


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**3.** Select the events to be copied from the 'Objects' list. The Copy>> button will be activated.



**4.** Click on the Copy>> button. The selected events will be copied to the 'Clipboard' list.



**5.** Choose Exit to return to the View/Change Event List dialogue, then exit each dialogue in turn to return to the Environment Editor window.

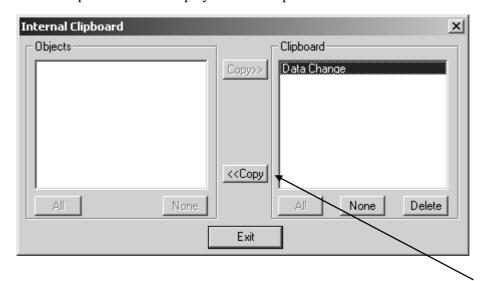
The event on the Clipboard can now be copied to other text blocks where required.

#### → To copy the event(s) from the Clipboard:

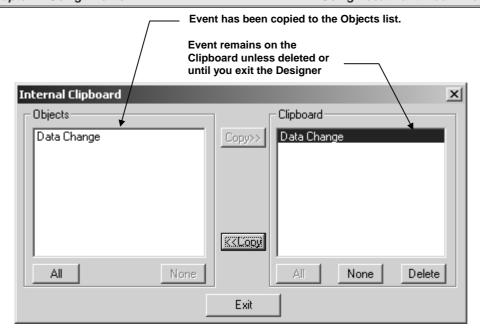
**1.** Select the View tool and open the View/Change Text Block Settings dialogue for the relevant text block.

(If you are copying to the event to a text block in another environment, open the environment, load the data then display the View/Change Text Block Settings dialogue for the relevant text block.)

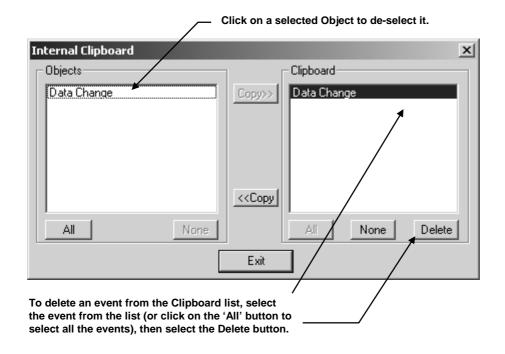
- **2.** Select the Events: View/Change button to display the View/Change Event List dialogue
- **3.** Select the Clip button to display the Clipboard dialogue. The items on the Clipboard will be displayed in the Clipboard list.



- **4.** Select the event on the Clipboard to be copied to the Objects list. The <<Copy button will be activated. (Select the All button to copy all the events on the Clipboard.)
- **5.** Click on the <<Copy button to copy the event to the Objects list.



**6.** Choose Exit to exit the Clipboard and return to the View/Change Event List dialogue.



### **USING INPUT EVENTS**

In the Designer, input events can be used to control the appearance of a print job by testing the printstream data (the input) and making the required changes (the event) if the test is satisfied.

The printstream data can be tested for items such as a character string, record or runtime event marker.

Input events are added to an environment via the Events menu in the Environment Editor.

### TYPES OF INPUT EVENTS

There are four major categories of input events:

- Page/Para Events, which are used to test the printstream data for a string of characters or byte values and make the required changes to the current page.
- Input Record Events, which are used to determine record selection, record deletion or job separation.
- Runtime Events, which are embedded in the printstream data and are used to perform tasks that would otherwise be done by other events. (Also referred to as 'Dynamic Job Descriptor Entries' [DJDE].)
- Environment Change Events, which are used to change n environment.

Each event category has a number of event types which can be applied to carry out the required changes (for example, Change Form and Change Back Form events are types of Page/Para events). Each event category and type is explained on the following pages.

### PAGE/PARA EVENTS

Page/Para events allow you to test the printstream data for a string of characters or byte values and make the required changes to the current page.

When the character string or byte value being tested is detected, the selected event is executed. The test is applied to the **whole printstream** and causes the appropriate change to the **current page only** when the test conditions are met.

#### For example:

In an invoice, a list of items and cost of purchase are grouped together, with a total at the end of the list. The number of lines in the list vary, according to the number of items. You are going to create a text block for this list.

You can specify a Page/Para event to end the item list on receipt of the characters 'Total'. This will end the text block and place the Total at the start of the next text block.

Para/Page events are applied to the input printstream **before** any text block editing or text block events are applied to the data. The type of Page/Para events are as follows:

- Change Form
- Change Back Form
- Change Page Definition
- Change Output Event List
- End Current Page
- End Current Text Block
- Select Input Paper Tray
- Select Output Paper Tray
- Update Field
- Select Device Features

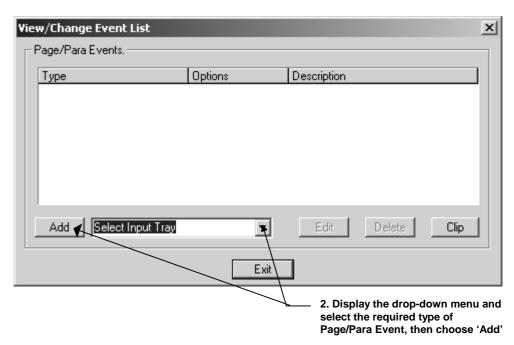
The *Paris Designer Reference Manual* describes each Page/Para Event dialogue and its use in detail.

# Adding a Page/Para Event

Page/Para events are added via the View/Change Event List (Page/Para Events) dialogue.

#### → To add a Page/Para event:

1. Select Page/Para from the Events menu. The View/Change Event List (Page/Para Events) dialogue will be displayed. Any Page/Para events previously added to the environment will be displayed in the list.



- **2.** From the drop-down menu, select the type of Page/Para event to be added, then click on Add. The associated dialogue for the selected event type will be displayed
- 3. Either:

Click on the Change To button (see table, opposite).

or:

Make the required selections, then return to the event dialogue.

- **4.** If necessary, set up the test(s) to determine when the change is to take place, then choose OK. (Refer to *Using Tests* later in this chapter.)
- **5.** Choose Exit to return to the Environment Editor.

If you have selected :	In the associated dialogue, choose the:
Change Form Event	Change To button to display the Select/Enter File to Load (FRM) dialogue and choose the required form
Change Back Form Event	Change To button to display the Select/Enter File to Load (FRM) dialogue and choose the required form
Change Page Definition	Change To button to display the Select Page Def. dialogue and choose the required page definition
Change Output Event List	Change To button to display the Select Event List dialogue and choose the required event
End Current Page	Required Page End Event options and page side to apply.
End Text Block	Required text block.
Select Input Tray	Required Input tray.
Select Output Tray	Required Output tray.
Update Field	Field button to display the Field List and choose the required field, then edit the selected event.
Select Device Features	Drop-down menu to choose the required Device Specific feature. (See Note below)

### **NOTE:**

Select Device Features events are specific events that allow the user to insert code to activate device specific features such as stapling, binding, collating, folding and so on.

The use of these events requires a thorough understanding of the workings of PostScript commands, including the manual editing of XPD files, the use of syntax and so on. Refer to Appendix D, 'Device Specific Features in the Paris System' in the Paris Designer Reference Manual.

### INPUT RECORD EVENTS

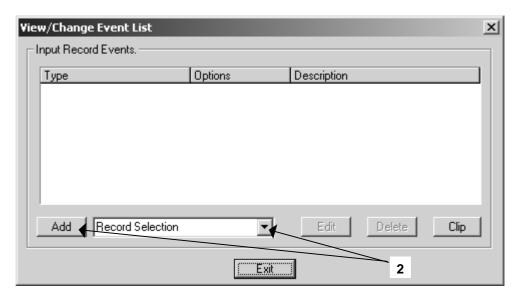
Input Record events use tests to determine Record Selection, Record Deletion or Job Separation.

- Record Selection or Record Deletion events allow you to choose which records to print or not to print in a job.
- Job separation events tell the Designer how to separate reports within a print job.

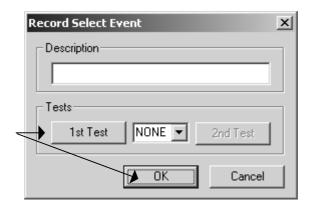
In this context, a record is a single line and a report is the logical split in a print job.

#### → To add an input record event:

- **1.** Choose Input Record from the Events menu. The View/Change Event List dialogue will be displayed.
- **2.** Select the required event type from the drop-down menu then click on Add. The associated dialogue for the selected event type will be displayed.



**3.** Set up the required test(s) to determine when the change is to take place, then choose OK. (Refer to *Using Tests* later in this chapter.)



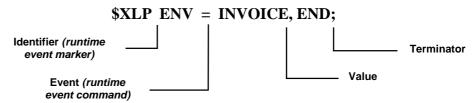
**4.** Choose Exit to return to the Environment Editor.

### RUNTIME EVENTS

Runtime events (also known as Dynamic Job Descriptor Entries [DJDEs]), are commands embedded within the input data stream to dynamically modify the printing settings established by the environment.

A Runtime event is a command sequence embedded in the printstream data and is made up of a *runtime event marker* (default \$XLP) and *runtime event command*.

Before the system can recognize a runtime event, the *runtime event marker* has to appear in the printstream followed by the *runtime event command*. This requires some re-programming of the printstream data's application. For example, the following command sequence will change the environment:



Runtime events allow you to:

- Change the page definition, form or environment at any point in the printstream,
- Select the font list, output event list, input and output trays,
- Load and position graphics dynamically.

Runtime events act as a switch and will remain in effect until another runtime event is encountered, as opposed to other events which only apply to the page on which they are found.

Runtime events can be used to perform tasks that would otherwise need to be done by several other types of events. For example, if you had a large number of output applications, runtime events afford absolute control over the outputs.

#### **M** NOTE:

#### **Device Specific Features:**

A new runtime event called "FEATURE=(name,type)" has been added to the Paris system. This is a page based event and will apply at the next page boundary. Refer to the *Paris Reference Manual*, Appendix D, '*Device Specific Features in Paris*'.

With some exceptions, runtime events are executed *after* the page in which the event is encountered is completed, that is:

- the current page is printed,
- the runtime event is performed, and
- a new page is started.

Exceptions to this are the 'ENDJOB' command, which causes an immediate end of print job and the 'ENV=', 'JDL=' and 'JDE=' commands which cause an immediate end of job condition, **only** when the 'Implied ENDJOB' option has been selected.

Choosing Runtime Events from the Events menu will display the Runtime Events dialogue. This dialogue is used to identify Runtime events embedded within the printstream data.

The use of runtime event markers and commands, and the use of the Runtime Events dialogue to activate embedded runtime events is explained under the section *Runtime Events* in Chapter 7 of the *Paris Designer Reference Manual*.



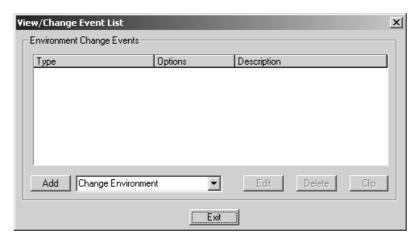
### **ENVIRONMENT CHANGE EVENTS**

Environment change events are stored externally. This means that the environment change will be triggered whenever the test conditions are met in *any* environment. You can change an environment using either an Environment Change event or Runtime event (refer to the previous section).

An Environment Change event will stay in effect until another Environment Change event or Runtime event (to change the environment) occurs.

### → To add an environment change event:

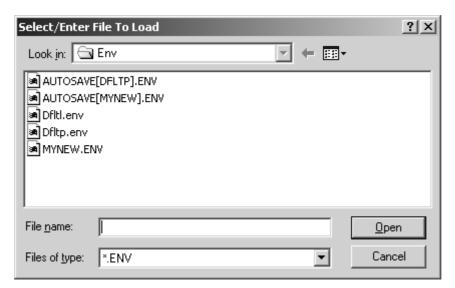
1. Choose the Environment option from the Events menu. The View/Change Event List (Environment Change Events) dialogue will be displayed.



2. Click on Add to display the Change Environment Event dialogue.



**3.** Click on the Change To button to display the Select/Enter File To Load (ENV) dialogue and select the required environment name from the dialogue then choose Open.



- **4.** In the Change Environment Event dialogue, set up the required test to determine where the environment change is to take place (refer to *Using Tests* later in this chapter), then choose OK. The event will be displayed in the Environment Change Events list.
- **5.** Choose Exit to return to the Environment Editor.

### 

If you wish to change back to the first environment, the new environment must have a complementary environment change event, or you can use a runtime event to change the environment.

# **USING TESTS**

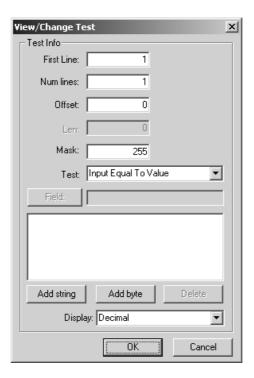
Tests allow you to trigger events based on the contents of the printstream data if the test conditions are met.

Once a test is set, the system scans the incoming printstream data for the test conditions. If the conditions are met, the event takes place.

- Tests can be used for input or output events (*Using Local Text Block Events* and *Using Input Events* are described in the previous sections in this chapter).
- The same View/Change Test dialogue will be displayed whenever a test condition of any kind is to be added.

Printstream data can be tested for particular character strings (such as a word or phrase, for example, 'Credit Note', 'Total') or for particular byte values.

The View/Change Test dialogue is displayed by selecting the 1st Test button from any Event dialogue (and 2nd Test button if using two tests).



### **TEST CONDITIONS**

The test conditions for an event are set with the relevant Test Information (Test Info).

#### First Line:

The first line in the text block or printstream to be tested. For example, if the first line to be tested is Line 7, then First Line = 7.

#### **Num Lines:**

The number of lines (including the first line) to be tested. For example:

- If only the first line is to be tested, then Num Lines = 1.
- If First Line = 6 and lines 6, 7 and 8 are to be tested, then Num Lines = 3.

#### Offset:

The Offset is the start position in the line, of the byte or character string being tested. An offset of 0 means the first position in the line.

#### Len:

This option is only used in the 'Equal To Prev' and 'Not Equal To Prev' tests, to specify the length of the area to monitor for a change. This value is ignored in all other types of tests.

#### Mask:

The mask can be applied to the data to convert its value. The returned value is the 'bitwise logical and' of the data and the mask. For example, setting the mask to a value of 127 strips the high bit from the data.

#### **∅** NOTE

Normally you would not use any value other than 255 in this field.

#### Test:

The following test options are available:

- Line Within Range (if Line Present test is satisfied)
- Input Equal To Value
- Input Not Equal To Value
- Input Greater Than Value
- Input Less Than Value
- Search Input For Value
- Input Equal Prev Input (input equal to previous input)
- Input Not Equal Prev Input (input not equal to previous input)
- Field Equal To Value
- Field Not Equal To Value
- Field Greater Than Value
- Field Less Than Value.

#### Field:

If a test related to a field is selected (see above), the Field button will be activated. Selecting the Field button will display the Field List dialogue for selection of the required field. Refer to *Using Fields* in Chapter 8.

#### Add str.

Selecting the Add str. button will display the Enter Test String dialogue for entry of the character string to be searched for and tested.

## Add byte:

Selecting the Add byte button will display the Enter Test Decimal byte dialogue for entry of the byte to be tested. You can enter a single byte search string in Decimal, Hex or Literal.

## Byte mode:

If the test is relevant to a byte, select the Byte Mode required from the pop-up menu which is as follows:

- Decimal
- Hex (Hexadecimal)
- Literal (alphanumeric units directly representing a value).

### **SETTING UP A TEST**

### → To set up a test:

- 1. In the View/Change Test dialogue, enter the relevant Test Info:
  - the First Line to be tested
  - the Number of Lines to be tested
  - the offset position in the line to be tested
  - the length
  - the type of test
  - the field, if relevant
  - the mask, if relevant.

#### 2. Either:

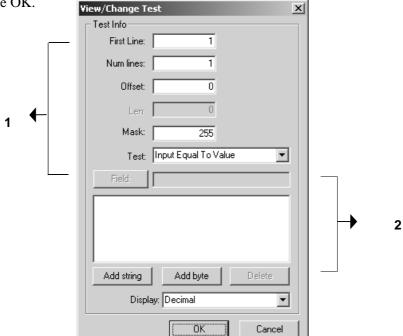
Click on the Add str. button to display the Enter Test String dialogue to enter the character string to be tested,

#### Or:

Click on the Add byte button to display the Enter Test Decimal Byte dialogue to enter the byte string to be tested.

(Note: More than one string can be added to the list).

3. Choose OK.



### **USING TWO TESTS**

You can specify two different tests and combine them either by using logical AND statements (where both test conditions must be met), or by using logical OR statements (where either test condition is met).

That is:

- If **BOTH** [TEST 1] **AND** [TEST 2] conditions are met, make the changes specified.
- If **EITHER** [TEST 1] **OR** [TEST 2] conditions are met, make the changes specified.

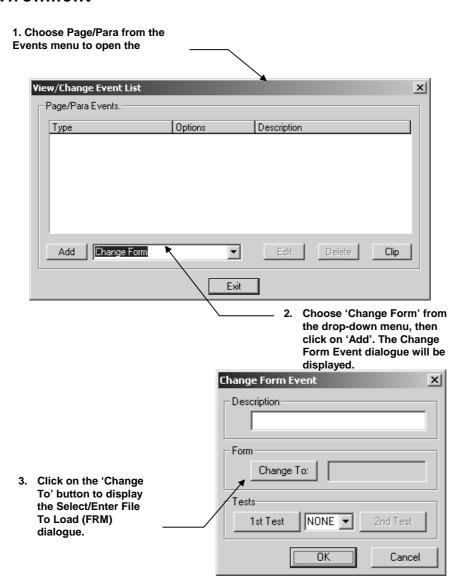
### **●** WARNING!

If using the AND conditional pth conditions must be satisfied on the same line.

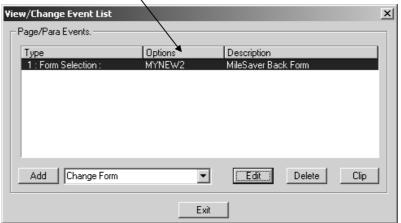
#### → To set up two tests:

- 1. Set the first test as outlined in the previous section.
- **2.** Select AND or OR from the NONE drop-down menu.
- **3.** Click on the 2nd Test button to set the second test conditions. The View/Change Test dialogue will be displayed.
- **4.** Enter the Test Info and choose OK.

# Adding a Page/Para Change Form event in the model environment



? X Select/Enter File To Load Look jn: 🖼 Frm 4. Choose the required form AUTOSAVE[MYNEW].FRM
Greyscal.frm
MS-BACK.FRM file from the list, then choose OK. MYNEW.FRM MYNEW2.FRM File name: <u>▲ O</u>pen \*.FBM Files of type: Cancel Change Form Event X Description-MileSaver Back Form Form MYNEW2 Change To: Tests NONE 🔻 2nd Test 6. Once the test conditions have 1st Test been set, return to the Change Form Event dialogue and choose ÖK Cancel You will be returned to the View/Change Page/Para Event List dialogue. The added event will be displayed in the list.



# USING FIELDS

### IN THIS CHAPTER...

- USING FIELDS
- CREATING AND FILLING FIELDS
- **INSERTING A FIELD**
- USING FIELDS TO CREATE A CHART
- USING A FIELD TO LOAD A GRAPHICS FILE

### USING FIELDS

The concept of 'Fields' in the Paris Designer provides the user with a powerful tool to achieve a wide variety of data manipulations.

Fields are an area in memory where information can be stored. The contents of these fields can be extracted from the printstream data (via an Update Field event) or the contents can be derived by way of a calculation.

Contents of fields can be used in many ways. They can be used in a test, to insert printstream data into form text, or to represent information in charts.

#### WHAT IS A FIELD?

A Field is a user-defined 'container' that stores information. The contents of a field are known as the **Field Value** and can consist of static text or text extracted from the incoming printstream data.

A field is assigned a **Field Type** which can be AlphaNumeric, Numeric (Whole), Numeric (Float) or Currency.

#### HOW ARE FIELDS CREATED?

The steps to creating a field (the 'container') are:

#### 1. Describe the Container:

- Name the field.
- Assign the Field Type,
- Add the field to the Field List.

#### 2. Fill the Container:

 Set the Field Value by filling the field with static text or extracted text.

#### HOW ARE FIELDS USED?

Once created, fields in an environment can be:

- Inserted into added text or a text block. For example, inserting a name into a message (the name is the Field Value).
- Used to generate a chart.
- Used to load a graphics file.
- Used to perform calculations, such as totaling a column of figures. The result can then be placed into another field.

Each environment has its own Field List, and there is no interaction between fields in different environments.

# CREATING AND FILLING A FIELD

The following sections tell you how to create a field, add it to the field list and fill the field.

Fields are created in the Add/Edit Field dialogue, where the Field Attributes are assigned. If filling a field with static text, the Default Value is set.



#### Name

The field name must be unique and can be any combination of up to 10 characters.

#### **Type**

The field type can be AlphaNumeric (letters and whole numbers), Numeric (whole numbers), Numeric Float (decimal numbers) and Currency.

#### Index

Selecting the 'Index' checkbox means that this field will automatically create an index entry if the job is archived.

#### Reset

Selecting this option determines when a field's **Current Value** will be reset to its **Default Value**. The 'Reset' values are:

- **At Job Start:** The field's Current Value is set at the start of a job only. Select this option to create a field that can hold its contents from one page to the next.
- At Page Start: The field's Current Value is set at the start of each page. Select this option to create a field that can hold its contents from one text block to the next
- At Block Start: The field's Current Value is set at the start of each text block on a page. Select this option to create a field that is used with a single text block only.

#### **ℳ** NOTE:

The default for a new field is 'At Job Start'. If a field has no Default Value specified, the Current Value is reset to an empty string for AlphaNumeric fields, or 0 (zero) for Numeric fields.

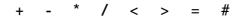
#### Calculate

The calculation string for a field is a series of instructions detailing how to modify and prepare the current Value, before using the Value.

This string is made up of one or more 'Functions' and Field Names, separated by 'Operators'.

For example, the calculation string **NUM(F1)+F2** consists of a **Function** (NUM), **Operator** (+) and the **Field Name** (F2).

The following Operators are available for calculation:



The Calculation option is currently under development. Refer to your **readme.txt** files for the latest features.

#### **Values**

A field always has a value. A field's Default Value can be set by:

- Entering the value in the 'Default' box (static text),
- Using an Update Field event (text extracted from the printstream data),
- Using a calculation string,
- Using a Runtime event.

As noted on the previous page, if a field has no Default Value specified, when the Current Value is 'Reset' it is to an empty string (AlphaNumeric fields), or 0 [zero] (Numeric fields).

#### PLANNING YOUR FIELDS

Once you are familiar with the concept of creating and filling a field, you will find it helpful to plan the fields you want to create (although you can add fields to an environment at any time).

Look at your printstream data and the environment you have created so far. Depending on the type of document you are designing, you will be able to anticipate some of the instances where you want to add a field. Make a list of the Field Names and Types and the Field Value. Note the associated text block (if the text is to be extracted).

If you are filling a number of fields with text extracted from the printstream data, you can create all these fields and add them to the Field List at the one time, then later fill each field as required.

Unique, up to 10 Alp characters Num Nu	ield Type pha Numeric meric [Whole] meric [Float] Currency	Field Value Static text or Text to be extracted	Text Block (from which the text is to be extracted)	Text Block or Text (into which the field is to be inserted)
--	--	---	---	---

# CREATING A FIELD AND ADDING IT TO THE FIELD LIST

#### → To create a field:

**1.** From the Environment menu, choose the Fields option. The Field List dialogue will be displayed. Any previously added fields will be displayed in the Current Field list.

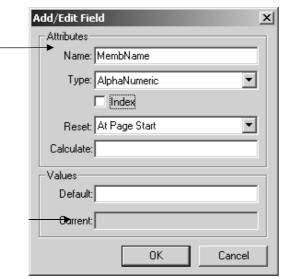


- **2.** Click on the Add button. The Add/Edit Fields dialogue will be displayed.
- **3.** In the Add/Edit Field dialogue, enter the field attributes.

3. Enter the field attributes.

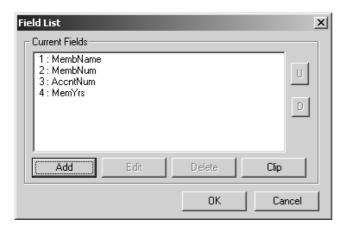
4 (b) To fill a field with static

text, type the required text in the Default box



- **4. (a)** If you are filling the field with extracted text choose OK. You will be returned to the Field List dialogue with the field added to the list. Go to *'Filling a field with extracted text'* on page 192.
  - **(b)** If you are filling the field with static text, enter the value in the 'Default' box, then choose OK. You will be returned to the Field List dialogue with the field added to the list.

(Repeat Steps 2, 3 and 4 to add other fields if required.)



5. Choose OK to return to the Environment Editor.

#### FILLING A FIELD WITH EXTRACTED TEXT

#### ✓ TIP:

To fill a field with extracted text, an Update Field event is used. Before you fill a field, check the position in the block of the text to be extracted (the line start character and number of characters):

- 1. Choose the Edit tool, then click on the text block to position the cursor.
- **2.** Click again on the first character of the text to be extracted or use the arrow keys to move the cursor to the position.
- **3.** Look at the status bar. The line number, column number and character within the column will be displayed. Make a note of the numbers.
- **4.** Move the cursor to the end character to be extracted. Make a note of the column number. Subtract the 1st from the end column number to arrive at the number of characters.
- **5.** Click on the **Right** mouse button to exit Edit mode.

#### → To fill a field with text extracted from the printstream data:

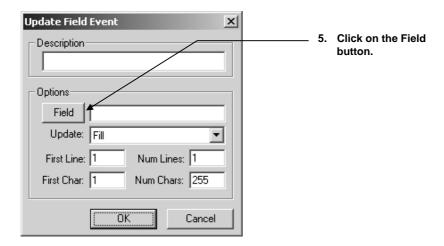
1. Select the View tool, then select the text block from which the text is to be extracted. The View/Change Text Block settings dialogue will be displayed.

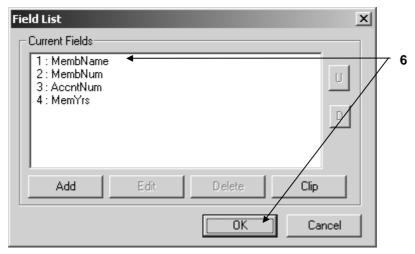


**2.** Select the Events: 'View/Change' button to display the View/Change Event List dialogue.



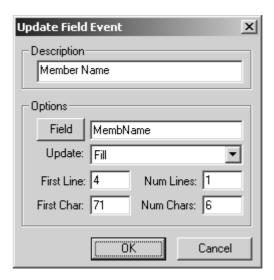
- **3.** Display the drop-down list and choose Update Field from the list of event types.
- **4.** Click on the Add button. The Update Field Event dialogue will be displayed.
- **5.** Click on the Field button to display the Field List dialogue.



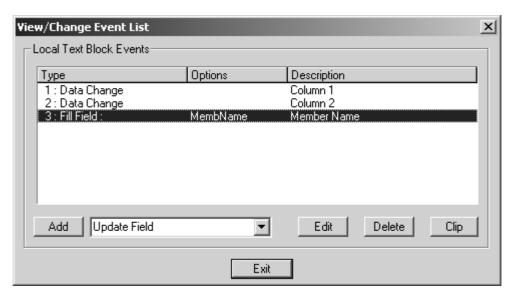


**6.** Choose the required field from the list, then click on OK. The selected field will be displayed in the Update Field Event dialogue.

**7.** Enter the number of lines and characters that are to be extracted from the text block to fill the field. (You can also add a Description of the field.)



**8.** Choose OK. You will be returned to the View/Change Event List dialogue. The added event will be displayed (Fill Field) with the field name and description.



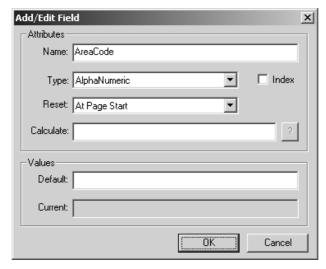
**9.** Repeat steps 4 to 8 to fill other fields if required. When finished, exit each dialogue to return to the environment. The filled fields can now be used in the environment as required.

#### FILLING A FIELD USING CTL+M AND CTL+U

A field can be filled with text extracted from the printstream data by using the shortcut keys Ctl+M and Ctl+U. The benefits of this method are that the line and character position and the number of characters to be extracted are immediately displayed in the Update Field Event dialogue

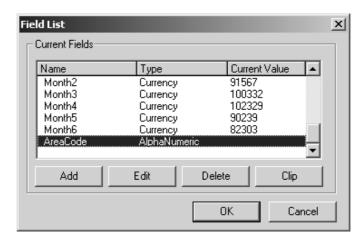
The first step is to add a Field to the Field List.

- **1.** Select the 'Fields' option from the Environment menu to display the Field List dialogue.
- **2.** Select the Add button and enter the Field Name in the Add/Edit Field dialogue. Choose OK.

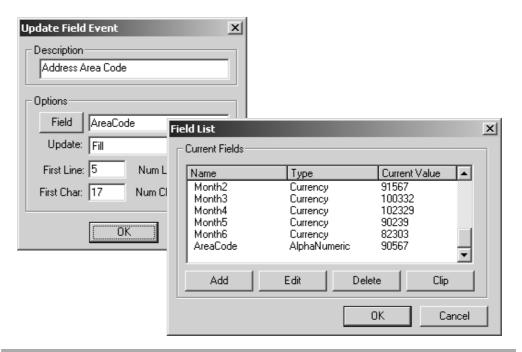


- **3.** Select the Edit tool from the Tools Bar, then click on the text block from which the text is to be extracted.
- **4.** Click to place the cursor at the beginning of the required text and press **Ctl+M.**

- **5.** Use the arrow keys to mark the required text. Once the text is marked (it will appear on your screen in RED) press **Ctl+U**. The Update Field Event dialogue will be displayed showing the Line and Character position and length of the marked text.
- **6.** Click on the Field button to display the Field List and select the previously added field from the list. Choose OK. The field will be displayed in the Update Field Event dialogue.



Enter a description for the event and choose OK. The field will now be filled with the extracted text.



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#### **EDITING A FIELD**

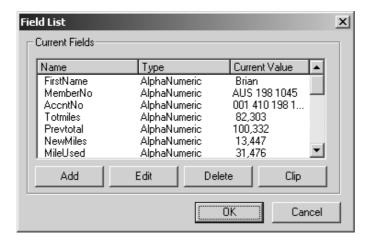
A field's attributes and value can be edited. The method of editing a field's value depends on whether the value is filled with static or extracted text.

#### → To edit a field's attributes

1. Either: Choose 'Fields' from the Environment menu to display the Field List.

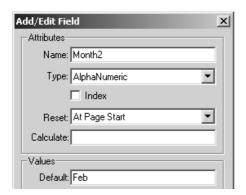
**Or:** Click on the Fields tab in the Info View dialogue and double-click on the field to be edited to display the Field List with the selected field highlighted.

- **2.** Select the field to be edited and click on the Edit button to display the Add/Edit Field dialogue.
- **3.** Edit the field attributes as required.



#### → To edit the value of a field filled with static text:

In the Add/Edit Field dialogue, edit the Default Value as required. Choose OK.



#### → To edit the value of a field filled with extracted text:

The first step is to display the Update Field Event dialogue.

#### 1. Either:

Select the Edit tool and place the cursor in the text block containing the field.

Press **Ctl+N** to go to the next event in the text block. Repeat this until the cursor is placed at the required event (Update Field events will be displayed in the Status Bar as [Fill Field]).

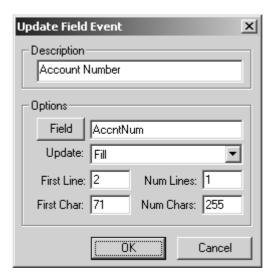
Press Ctl+E to display the Update Field Event dialogue.

#### 2. Or:

Display the View/Change Event List dialogue for the text block from which the text has been extracted (see page 192).

Select the field to be edited and click on the Edit button to display the Update Field Event dialogue.

3. In the Update Field Event dialogue, edit the lines and characters as required.



# Adding and filling fields in the model environment Adding...

We have added three fields to the model environment, MembName, MembNum and AccntNum.

#### Filling, with extracted text...

The fields have been filled as follows:

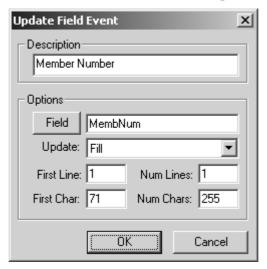
**MembName** - has been filled with the member's Contact Name extracted from Text Block 1.



To include a blank space before the member's contact name, the first character in the field is set at column 71. (The first character in the name is at column 72).

Num Chars has been left at 255 as the characters in the Contact Name are the last on the line and the size of the field is not consistent as other member's contact names can be of different length

**MembNum** - has been filled with the Membership Number from text block 1.



**AccntNum** - has been filled with the Account Number from text block 1.



In both fields, the first character in the field is a blank space as in the MembName example.

### INSERTING A FIELD

#### IN THIS SECTION...

- INSERTING A FIELD INTO ADDED TEXT
- INSERTING A FIELD INTO A TEXT BLOCK
- DELETING AN INSERTED FIELD

In an environment, a field that has been created and filled can be inserted into static text or into a text block.

#### For example:

- 1. You may have added static text to a return slip that you have created at the end of the page in your document. You can add a field that contains an account number to the static text.
- **2.** You want to personalize a message that appears in a text block by inserting a field that contains the customer's name.

#### INSERTING A FIELD INTO ADDED TEXT

This function allows you to insert a field into added text in a page definition. In an environment you can insert a field into static text that has already been added to the form, or you can add dynamic text and insert the field in the one process.

#### Inserting a field into static text

A field's font settings can be edited **after** the field has been inserted or you can select the font for the field before it is inserted.

#### → To select the font for the field:

- 1. Click on the Text tool, then click again on the selected tool to display the Default Text Settings dialogue.
- **2.** Display the list of fonts that have been added to the environment and choose the required font from the list. (If the font is not listed it can be added. Refer to Chapter 5, 'Adding a font to the font list'.)
- 3. Choose OK.

#### → To link the text block:

- **4.** Open the Environment menu and choose the 'Select Text Block' option to display the Select Text Block dialogue (or use the shortcut keys **Ctl+N**).
- **5.** From the list, select the text block containing the printstream data used to fill the field. Choose OK.

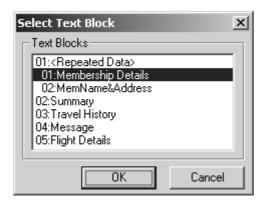
#### To insert the field into static text:

- **6.** With the Text tool still selected, click on the page to position the cursor where you want the field value to appear.
- 7. Press Ctl+I. The Field List for the environment will be displayed. Select the field you wish to insert and choose OK. The field value will be displayed at the selected position.
- **8.** Click on the **Right** mouse button to exit Edit mode.
- **9.** If required, select the Move tool to move the field into position.

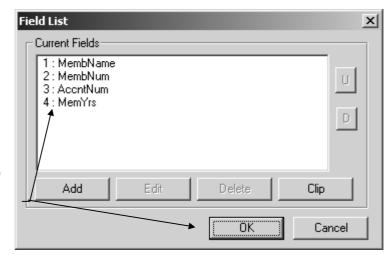
#### Adding dynamic text and inserting a field

- → To add dynamic text and insert a field's current value:
- 1. Click on the Text tool, then click again on the selected tool to display the Default Text Settings dialogue.
- **2.** Display the list of fonts that have been added to the environment and choose the required font from the list, then choose OK.

  (If the required font is not on the list, it can be added. Refer to Chapter 5, 'Adding a font to the Font List'.)
- **3.** Open the Environment menu and choose the Select Text Block option to display the Select Text Block dialogue (or use the shortcut keys **Ctl+N**).



- **4.** From the list, select the text block containing the printstream data used to fill the field. Choose OK.
- **5.** With the Text tool selected, click on the page to position the cursor where you want the dynamic text and field value to appear.
- **6.** Type in the required text. When you reach the position where the field value is to be inserted, press **Ctl+I**. The Field List for the environment will be displayed.



7. Select the field, then choose OK.

- **7.** From the list, select the field you wish to insert and choose OK. The field value will be displayed on the page at the selected position.
- **8.** Add any remaining text or click on the **Right** mouse button to exit Add Text mode.

#### **●** WARNING!

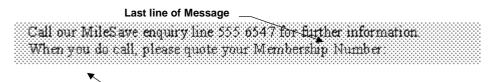
When inserting a field into added text, you must ensure that the text is linked to either the text block used to fill the field, or to a text block that occurs after the one used to fill the field.

If you link to a text block that occurs before the text block used to fill the field, the value will be either old or set to the default.

# Inserting a field into added static text in the model environment

In the **Form Editor**, the static text 'When you do call, please quote your Membership Number:' has already been added in Times New Roman 11 point.

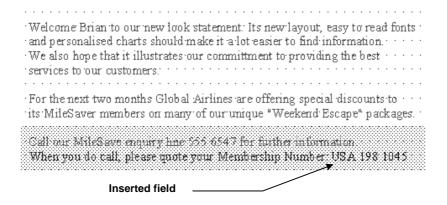
The text has been positioned below the last line of the Message text block.



After switching back to the **Environment Editor**, the font in the Default Text Settings dialogue has been set to Times New Roman 11 pt Bold.

The text block Membership Details has been selected (the text block used to fill the field MembNum) and, using the Text tool, the cursor has been positioned at the end of the added text and the MembNum field has been inserted.

The Move tool has been used to move the field exactly into position at the end of the added text.

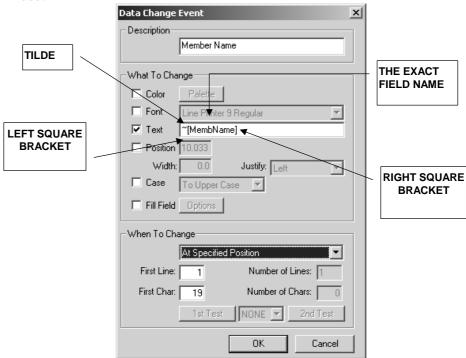


#### INSERTING A FIELD'S VALUE INTO A TEXT BLOCK

Inserting a field into a text block requires the use of a Data Change event. Two methods are available, by using the Text option or the Fill Field option in the Data Change event dialogue.

#### → To insert a field's value into a text block using the Text option:

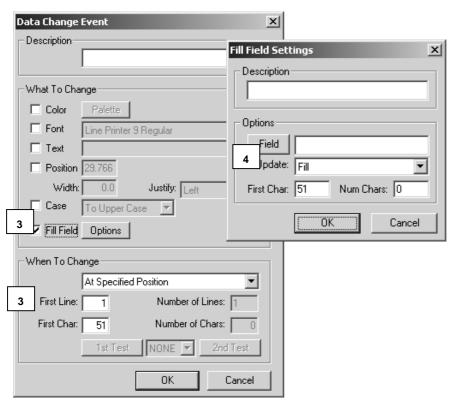
- **1.** Select the Edit tool, then click on the text block into which the field is to be inserted and place cursor at the required position.
- **2.** Press **Ctl+F.** The Data Change Event dialogue will appear. In the 'When To Change' section of the dialogue, 'At Specified Position' and the First Line and First Char of the selected position will be displayed.
- **3.** Select the 'Text' checkbox, then click in the adjacent box to place the cursor and type in the text string: ~[Field Name] (see below).
- **4.** Choose OK to return to the Environment Editor. The inserted field will be displayed in the text block. Click on the **RIGHT** Mouse button to exit Edit mode.



Using this method, more than one field can be inserted in the one Data Change event by repeating the text string.

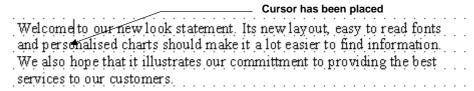
#### → To insert a field's value into a text block using the Fill Field option:

- **1.** Select the Edit tool, then click on the text block in which the field is to be inserted and place cursor at the required position.
- **2.** Press **Ctl+F.** The Data Change Event dialogue will appear. In the 'When To Change' section of the dialogue, 'At Specified Position' and the First Line and First Char of the selected position will be displayed.
- **3.** Select the 'Fill Field' checkbox, to activate the Options button and click on the Options button to display the Fill Field Settings dialogue.
- 4. Click on the Field button in the dialogue to display the Field List.
- **5.** Choose the required field from the Field List, then choose OK to return to the Fill Field Settings dialogue.
- **6.** Choose OK in each dialogue to return to the Environment Editor. The inserted field will be displayed in the text block.
- **7.** Click on the **RIGHT** Mouse button to exit Edit mode.

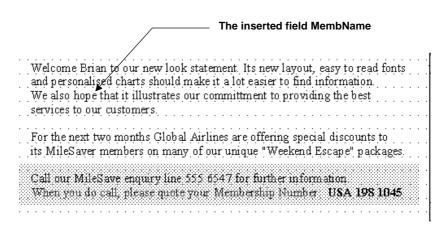


# Inserting a field's value into a text block in the model environment using the 'Text' option

**1.** The Edit tool has been selected and the cursor has been placed after the end 'e' in 'Welcome' in the Message text block.



**2.** The MembName field has been inserted.



#### **DELETING AN INSERTED FIELD**

#### → To delete an inserted field:

- 1. Select the Edit tool and click on the page where the field has been inserted to place the cursor.
- **2.** Move the cursor to the insert position of the field which will be displayed in the Status Bar as [**Field=fieldname**].
- 3. Press the **Del** key.

You cannot delete the field if you have placed the cursor within the field.

# ✓ TIP:

To undelete a deleted field, press the **Esc** key.

# USING FIELDS TO CREATE A CHART

You can create and fill fields to use them as the data values in a chart. You can use fields filled with static text and fields filled with extracted text.

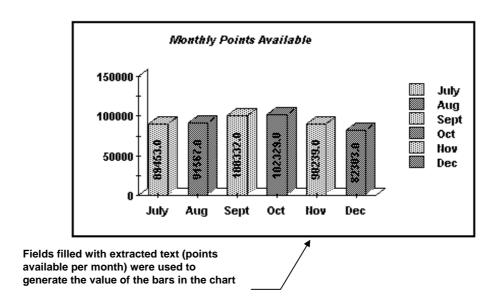
A chart that is created and filled with fields and added to an environment is a dynamic chart element.

For example, in the MileSaver model environment fields were created and filled with the balance of miles available each month from July to December (extracted from the printstream data in the Travel History text block). A chart was then added to the environment and the filled fields were used to create the data values of the bars in the chart.

#### NOTE:

Paris offers a number of chart types, from a Simple or Complex Plot Chart to a Simple or Complex Bar Chart to a Pie Chart.

Each type of chart has many additional features. Refer to 'Using the Chart Tool' in Chapter 11 of this Manual and Chapter 19, 'Editing Dynamic and Static Chart Settings' in the Paris Designer Reference Manual.



#### PLANNING YOUR CHART

You can see from the example on the previous page that you would need to plan your chart.

- **1.** Look at your printstream data and establish the type of chart and fields you require.
- 2. Create and fill your fields for your chart's attributes, values and labels.

You can then add your chart and data values as described on the following pages.

✓ **TIP:** When you set the number of characters to fill a field for a chart value, allow for the maximum and minimum characters that there might be in a value. This of course depends on the content of your printstream data.

For example, in the MileSaver statement, the maximum value for points cannot exceed 999,999 (7 characters).

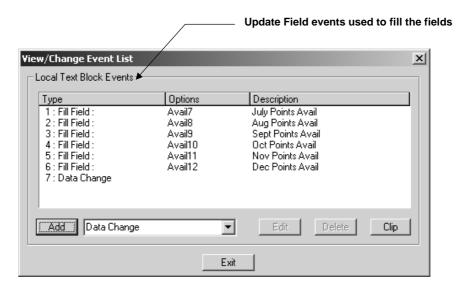


#### Planning the chart for the model environment

Fields have been added for the balance of miles available in each month (Avail7 to Avail12). Each field has been given the type Currency.



The fields have been filled with text extracted from the printstream data.



#### ADDING A CHART USING FIELDS

Before you add the chart, you should ensure that the currently selected text block is **either:** 

- the text block that contains the printstream data used to fill the fields used for the chart's data values, or:
- a text block that occurs after the text block containing the printstream data.

#### → To select the text block before adding the chart:

- 1. Click on the Chart tool,
- 2. Open the Environment menu and choose the Select Text Block option (or use the shortcut keys Ctl+N). The Select Text Block dialogue will be displayed listing the text blocks in the environment. The currently selected text block will be highlighted.



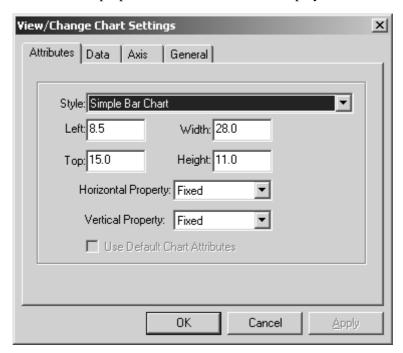
3. Select the text block containing the extracted printstream data (or a later text block), then choose OK. The selected text block will be displayed on your page in **BLACK**. The remaining elements on the page will be displayed in **BLUE**.

#### Adding the chart

#### → To add the chart:

- 1. Click on the Chart tool, then click on the page where you want to draw your chart.
- **2.** Move the pointer down and across the page to draw a simple chart, then select the View tool and click on the chart. The View/Change Chart Settings dialogue will be displayed.

In the dialogue, the Attributes tab will be selected and the current style, position, size and properties of the chart will be displayed.

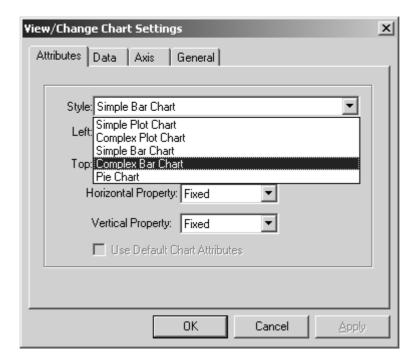


#### **NOTE:**

The Chart Settings dialogues offer a variety of chart styles and, for each style, a variety of settings. Refer to 'Using the Chart Tool' in Chapter 11 of this manual and Chapter 19. 'Editing Chart Settings' in the Paris Designer Reference Manual for a description of the use of each type.

#### **Setting the Chart Attributes**

1. Choose the style of chart from the drop-down menu, then choose OK. In this case we are going to use a Complex Bar Chart for the MileSaver environment.



2. Next, select the Data tab add the fields to the chart.

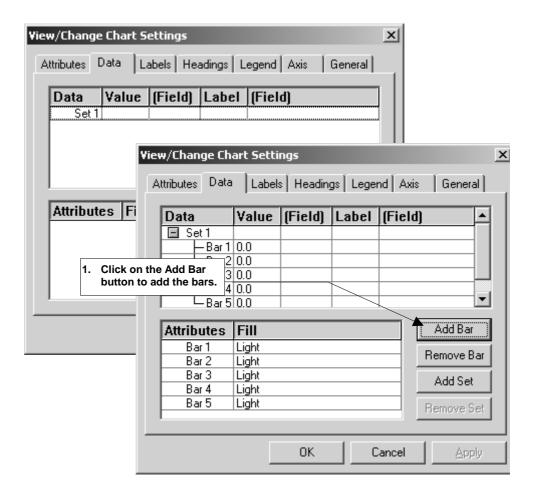
#### **ℳ** NOTE:

The position, size and properties of the chart can be changed once the chart is generated. Refer to 'Using the Chart Tool' in Chapter 11 of this manual and Chapter 19. 'Editing Chart Settings' in the Paris Designer Reference Manual.

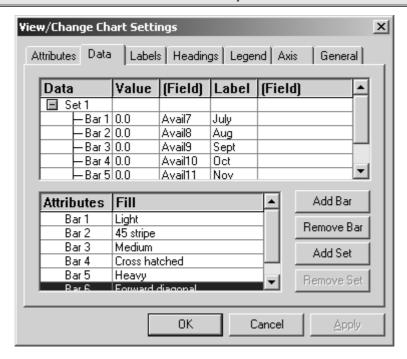
Also, the use of dynamic properties is described in Chapter 10, 'Using Dynamic Form Elements' of this manual

#### Adding the Fields to the Chart

1. Select the Data tab, then click on the Add Bar button to add a bar to the chart. Repeat this action until the required number of bars has been added.



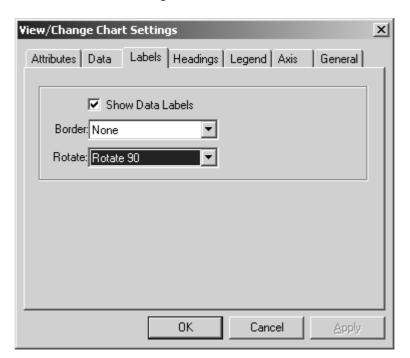
- **2.** For each bar added, type in the *exact* name of the field required to fill the bar value in the [Field] column adjacent to the Value column, then type in a label for the bar in the Label column. Repeat this step for each bar.
- **3.** In the Bar Attributes section of the dialogue, click twice on the Fill box adjacent to the bar to display a drop-down menu.



- **4.** Click on the arrow to display the fill options and choose the required fill from the list. The dialogue illustrates the added bars, fields and labels for the chart in the MileSaver environment.
- **5.** Next, choose the Labels tab.

## **Displaying the Chart Labels**

- 1. Select the Labels tab to display the Data Labels in the bars. (Data Labels are the value of the fields that have been added to the chart and are displayed within the bar.)
- **2.** Select the Show Data Labels checkbox, then select Rotate 90 from the Rotate drop-down menu (this displays the data label vertically within the bar).
- **3.** Next, choose the Headings tab.

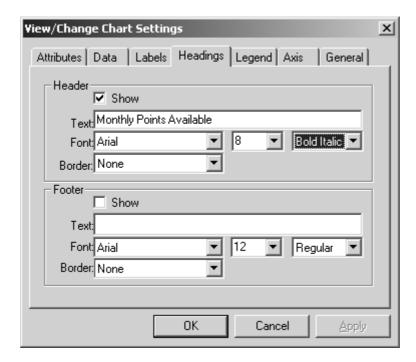


## **Adding Headings to the Chart**

A Header and/or a Footer can be added to a Complex Bar Chart. For the chart in the MileSaver environment we have added the header 'Monthly Points Available'.

#### → To add a header:

- **1.** Select the Headings tab, then select the Show checkbox under the Header section of the dialogue.
- **2.** Enter the required text in the text box. (In this case, Monthly Points Available.)
- **3.** Choose the required font, font size and style from the drop-down menus. (We have chosen Arial, 8 Bold Italic for the header).
- **4.** Next, choose the Legend tab.

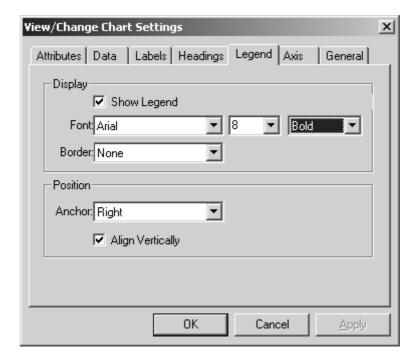


## Adding a Legend to the Chart

A Legend can be added to a Complex Bar Chart.

#### → To add a Legend:

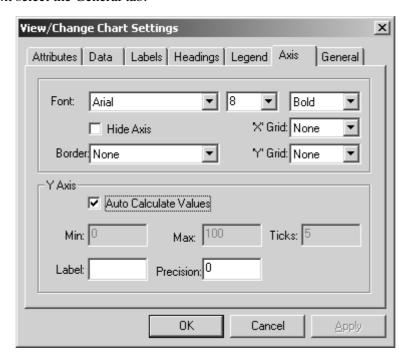
- 1. Select the Legend tab, then select the Show Legend checkbox.
- **2.** Select the required font, size and style from the drop-down menus and a border if required.
- **3.** Choose the required anchor position for the legend from the drop-down menu (this is in relation to the chart).
- **4.** Select the Align Vertically checkbox if required.
- **5.** Next, select the Axis tab.



## **Selecting the Axis settings**

Included in the Axis settings is an 'Auto Calculate Values' checkbox for the Y axis. If the range of values is not known or is variable (as in the case of the MileSaver printstream data), this checkbox can be selected and the minimum and maximum values will be automatically calculated and the number of ticks required.

- 1. Select the required font, size and style from the drop-down menus. This font will apply to both axes.
- **2.** Select the Border menu and choose 'Solid' from the menu.
- **3.** For the Y axis, select the Auto Calculate Values checkbox.
- **4.** In the Precision checkbox, the number of decimal places for the Y axis values can be entered. The number of places can be 0, 1 or 2.
- **5.** Next select the General tab.



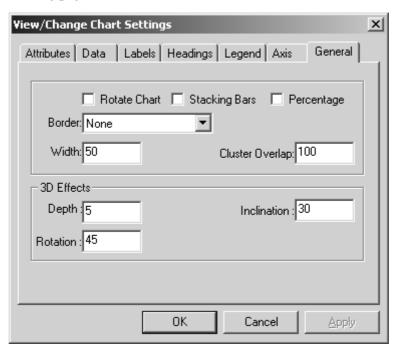
#### **Defining the General settings for the Chart and the Bars**

A chart can be rotated and, if a chart has more than one set, the bars within each set in a chart can be stacked.

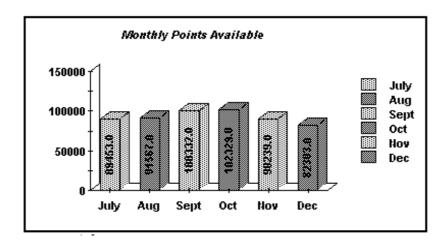
The 3D effects of Depth, Inclination and Rotation can also be set. We are going to use these for the MileSaver chart. The 3D effect achieved is according to the values entered in the boxes.

#### → To define the general settings for the MileSaver Chart:

- 1. Choose the General tab, then choose Solid from the Border menu.
- **2.** Enter 5 in the Depth box. (Depth is the apparent depth as a percentage of the chart width.)
- **3.** Enter 30 in the Inclination box. (Inclination is the eye's position above the X-axis, measured in degrees.)
- **4.** Enter 45 in the Rotation box. (Rotation is the number of degrees the eye is positioned to the right of the Y-axis.)
- **5.** Choose OK. Your chart will be displayed in your environment as illustrated on the following page.



## The MileSaver Chart



Now that the information in the Travel History text block is displayed in the Bar Chart, the text block can be hidden from view. Refer to the example in Chapter 7 for instructions on using a Data Change event to hide a text block.

## USING A FIELD TO LOAD A GRAPHICS FILE

A graphics file (image) can be loaded into an environment by relating the file to a field created for that purpose.

The graphic filename must appear in the printstream data then the field can be created and its value filled with the filename extracted from the relevant text block. For example you could use this method if you had a catalogue of parts and the part number in the printstream data is the filename of the graphic illustrating the part.

## To create the field you would:

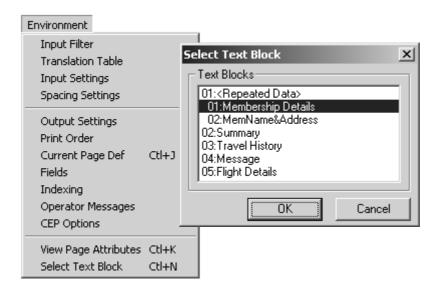
- Add the field to the Field List (page 190),
- Fill the field value using an Update Field event to extract the filename from the printstream data (page 192).

#### LINKING THE TEXT BLOCK

Before loading the graphics file, the text block with the printstream data containing the filename must be linked to the associated text block.

## → To select the text block before loading the file:

1. Click on the Graphics tool,



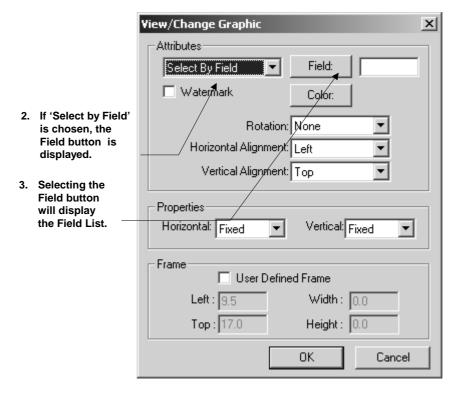
- 2. Open the Environment menu and choose the Select Text Block option (or use the shortcut keys Ctl+N). The Select Text Block dialogue will be displayed listing the text blocks in the environment. The currently selected text block will be highlighted.
- **3.** From the list, choose the text block that contains the printstream data with the graphics filename, then choose OK.

The selected text block will be displayed on your page in **BLACK**. The remaining elements on the page will be displayed in **BLUE**.

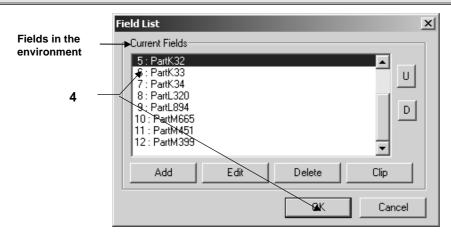
#### LOADING THE GRAPHICS FILE

#### → To load the graphics file:

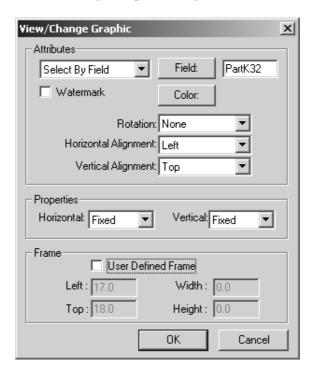
- **1.** Select the Graphics tool and click on the position on the page where you want to add the graphic. The View/Change Graphic dialogue will be displayed.
- **2.** Choose 'Select By Field' from the drop-down menu. The Field button will be displayed.



3. Click on the Field button to display the Field List.



4. From the Field List, select the required field then choose OK. The field will be displayed in the View/Change Graphic dialogue.



- **5.** For the image to behave dynamically, choose the required properties from the Horizontal and/or Vertical checkboxes (refer to Chapter 10).
- **6.** Choose OK. The graphic will be displayed on your page in the selected position.

# USING FORMS AND PAGE DEFINITIONS

## IN THIS CHAPTER...

- USING FORMS
- Using Page Definitions
- **VIEWING PAGE ATTRIBUTES**

## USING FORMS

## IN THIS SECTION...

- ADDING A SECOND FORM TO AN ENVIRONMENT
- CLEARING A FORM FROM AN ENVIRONMENT
- CHANGING A FORM IN AN ENVIRONMENT

Forms are added to an environment via the View/Change Print Order dialogue in the Environment Editor.

Forms can be changed cyclically or conditionally:

- If an environment has multiple forms and multiple page definitions, the Designer will print in the order set, cycling through each page definition and form as it prints.
- If required, a form in an environment can be changed by the use of a conditional process (an event).

Forms are created in the Form Editor. *Creating your first Form* and *Using the Form Editor* are explained in Chapters 4 and 11 respectively.

## **M** NOTE:

Using multiple forms and page definitions is explained under *Multiple page definition and multiple form behavior* in the section *Using Page Definitions* that appears later in this chapter.

## ADDING A SECOND FORM TO AN ENVIRONMENT

Chapter 3 describes how to add a new form filename to an environment, Chapter 4 describes how to switch editors to create the form. This section explains how to add a **second** form to an environment.

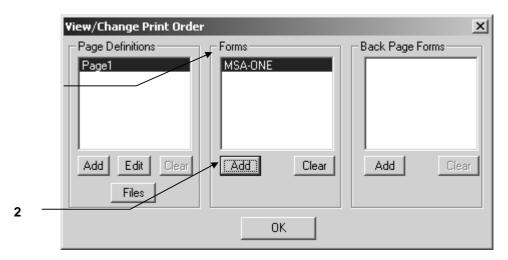
#### For example:

You would use this option if you wanted two copies of a document, one a Customer Copy with a complex form design and the second a File Copy with a simple form design.

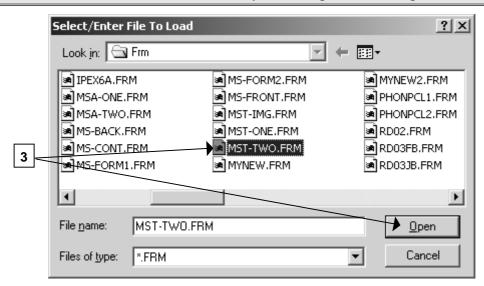
**NOTE:** In a case such as this, you would also set 'Repeat page = 2' in the Input Settings - refer to *Using Input Settings* in the *Paris Designer Reference Manual*).

#### → To add a second form to an environment:

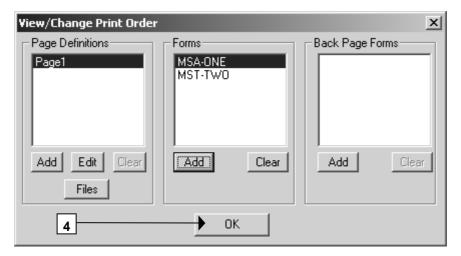
1. Open the Environment menu and choose Print Order from the menu. The View/Change Print Order dialogue will be displayed, listing the current page definitions and forms in the environment.



**2.** In the Forms section, click on the Add button to display the Select/Enter File To Load dialogue.



**3.** Choose the required form filename from the File list, then choose Open. You will be returned to the View/Change Print Order dialogue with the form name displayed in the Form list.



**4.** Choose OK. You will be returned to the Environment Editor.

## 

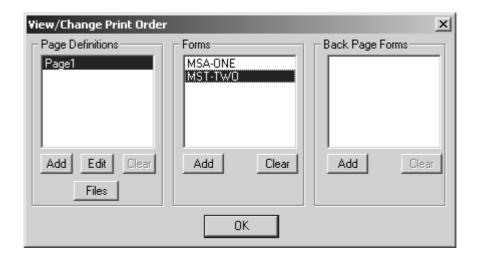
Both forms will use the same page definition as only one pagedef appears in the list. Multiple page definitions can be used. Their use is described later in this chapter.

## **CLEARING A FORM**

Forms can be cleared from the form list. Clearing the form removes it from the print order, but does not delete it. The form remains in the home directory and can be used again if required.

#### → To clear a form from an environment:

**1.** Open the Environment menu and choose Print Order from the menu. The View/Change Print Order dialogue will be displayed.



- **2.** In the Forms section, click on the form to be cleared, then click on the Clear button. A message box will be displayed, requesting confirmation to delete the form from the list.
- 3. Choose OK. The form will be cleared from the list.
- **4.** Choose OK in the View/Change Print Order dialogue to return to the Environment Editor.

## OTHER WAYS OF CHANGING FORMS

Forms can be changed in an environment by using:

- a Local Text Block event,
- a Page/Para event, or
- a Runtime event.

## Using a Local Text Block event

When changing from one form to another using a Change Form local text block event (an output event), the form will change once the event is satisfied **within the text block**.

For more information about changing forms using local text block events, refer to *Using Local Text Block Events* in Chapter 7, *Using Events*.

## Using a Page/Para event

A Page/Para event changes the form for the **current page** to another selected form. Refer to *Page/Para Events* in Chapter 7, *Using Events*.

## Using a Runtime event

A runtime event is executed **after** the page in which the event is encountered in the printstream data is completed, and will remain in effect until another runtime event is encountered.

You will need to make changes to the printstream data in its original application to add runtime markers and commands. Refer to *Runtime events* in Chapter 7, *Using Events*.

## ADDING A BACK PAGE FORM

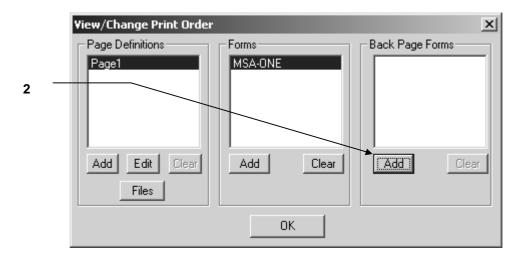
Back Page Forms only apply when printing in Duplex. They are unique in that they do not require a page definition, in other words they contain **no** printstream data.

Back Page Forms are used to print a 'flat form' on the back of a page to provide extra (static) information such as payment option or legal notes. They can printed in a cycle by using the Print order, or conditionally by using events (including Runtime events).

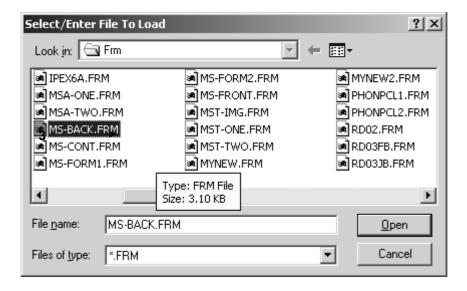
Back Page Forms are added to an environment via the Print Order dialogue in the same way as a form is added.

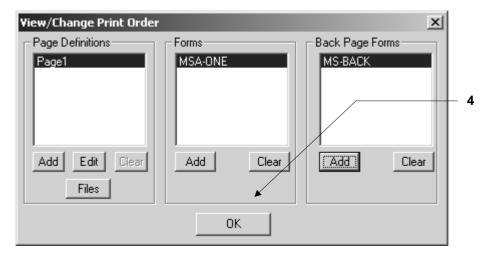
#### → To add a Back Page form:

1. Open the Environment menu and choose Print Order from the menu. The View/Change Print Order dialogue will be displayed, listing the current page definitions and forms in the environment.



- **2.** In the Back Page Forms section, click on the Add button to display the Select/Enter File To Load dialogue.
- **3.** Select the required file from the list then choose OK. The added file will be displayed in the Back Page Forms list in the View/Change Print Order dialogue.





**4.** Choose OK to return to the Environment Editor.

Refer to the section 'Using multiple page definitions and forms' on page 254 for more information.

## USING PAGE DEFINITIONS

## IN THIS SECTION...

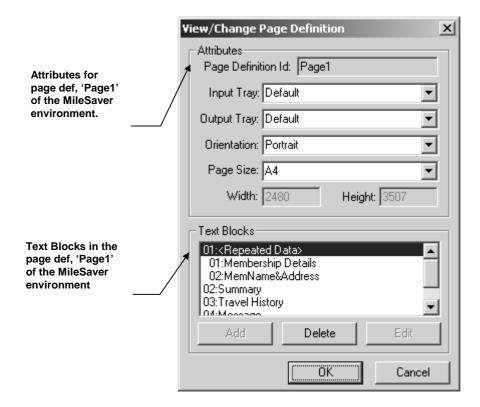
- WHAT IS A PAGE DEFINITION?
- How are Page Definitions used?
- Adding/Creating New Page Definitions
- **EDITING PAGE DEFINITIONS**
- COPYING PAGE DEFINITIONS
- CLEARING PAGE DEFINITIONS FROM THE ENVIRONMENT
- CHANGING PAGE DEFINITIONS USING EVENTS
- Using Multiple Page Definitions and Multiple Forms

Every environment must have at least one page definition, but can have multiple page definitions. In an environment, page definitions can be added, copied, edited and cleared.

## WHAT IS A PAGE DEFINITION?

A page definition (or *page def*) contains the page settings such as the page orientation, input tray, printable area and the information which breaks up and positions the printstream data on the page into text blocks. A page def, therefore, **defines** the attributes of the page and how and where the text blocks are to appear on the page.

If we look at the View/Change Page Definition dialogue for page def 'Page1' of the MileSaver model environment, we can see the settings for the attributes and text blocks.



Setting the page definition is described in Chapter 3, Designing your First Environment, the following sections describe why and how to use page definitions in an environment

## HOW ARE PAGE DEFINITIONS USED?

An environment may have more than one page definition, for example, a multipage environment may require the data to appear differently on various pages. In these circumstances, you would create a new page definition for each page as required.

An example would be to use one page definition for the first page of an invoice, and any continuation pages may use a special continuation pagedef.

Once a page definition is created, it can be edited, cleared from the environment or copied within or to other environments.

Copying and editing an existing page definition is advantageous in reducing the time and effort required to produce a new one.

For example, you may be creating a new environment and require a similar page definition to one that already exists, therefore, you could copy the existing page definition and edit it as required.

## **ADDING A PAGE DEFINITION**

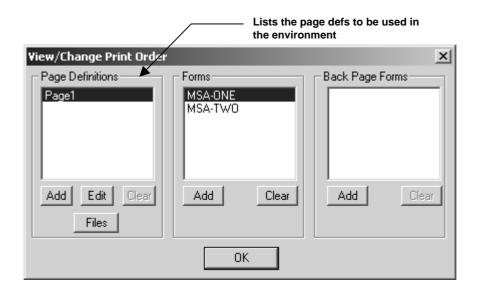
When you add a new page definition, you will be asked if you want to create an *internal* or *external* page definition.

- *Internal page definitions* are files stored within the environment in which they are created but can be copied by using the Clipboard.
- External page definitions are files stored in the PARIS\ENV directory with a .PDF extension and are available for use in any environment.

Page definitions are added to an environment via the View/Change Print Order dialogue in the Environment Editor.

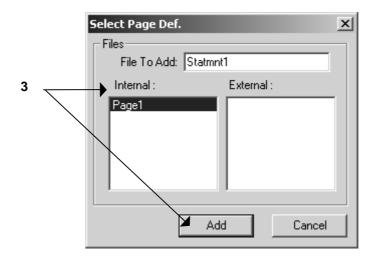
#### → To add a new page definition:

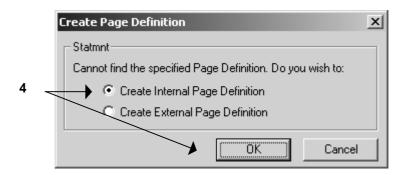
**1.** Open the Environment menu and choose Print Order from the menu. The View/Change Print Order dialogue will be displayed.



**2.** Click on the Add button to open the Select Page Def. dialogue. The current page definition will be displayed in the File To Add box.

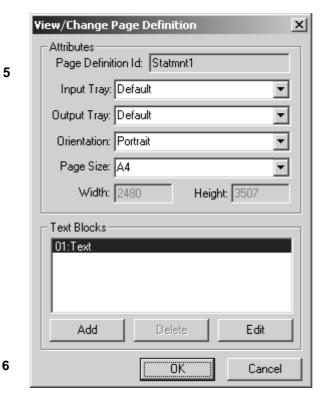
Any previously added internal or external page definitions will be displayed in the respective lists (in this case none have been added). **3.** Type in the name for the new page definition in the File To Add box, then click on the Add button. The Create Page Definition dialogue will be displayed.





**4.** Click on the type of page def you wish to create (internal or external) then choose OK. The View/Change Page Definition dialogue will be displayed.

**NOTE:** The file name for a new page definition can be any meaningful name, up to 8 characters in length.



- **5.** Select the attributes for the new page definition (if necessary, refer to *Setting the page definition and line spacing* in Chapter 3).
- **6.** Choose the OK button.

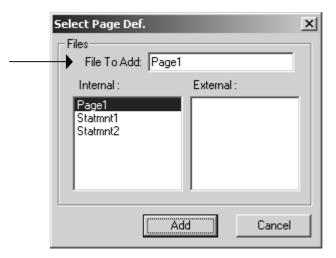
The View/Change Print Order dialogue will be displayed with the page definition added to the list.

## NOTE:

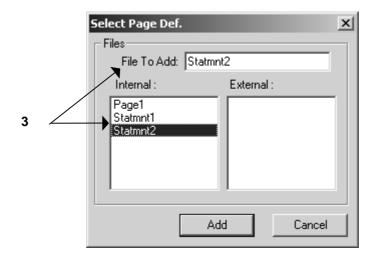
The page orientation and size must be the same as that of the associated form. (Refer to *Using multiple page defs and multiple forms in a cyclic sequence*).

## → To add an existing page def:

- **1.** Open the Environment menu and choose Print Order from the menu. The View/Change Print Order dialogue will be displayed.
- **2.** Click on the Add button to open the Select Page Def. dialogue. The current page definition will be displayed in the File To Add box.

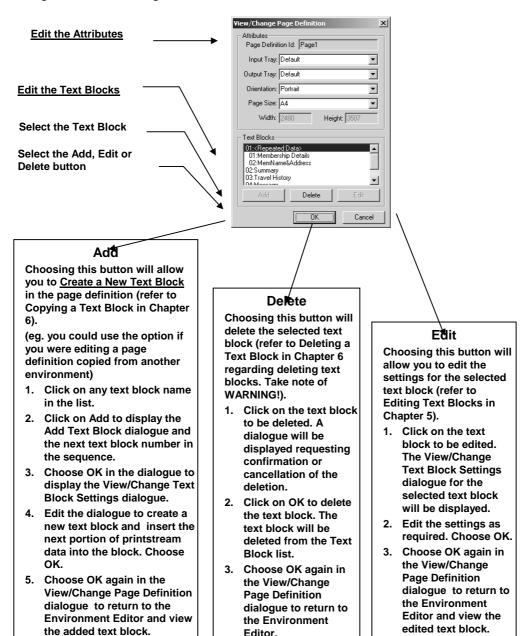


- **3.** Select the page def to be added from the Internal or External list. The file name will appear in the File To Add box.
- **4.** Click on the Add button. The View/Change Print Order dialogue will be displayed with the page definition added to the list.



## **EDITING A PAGE DEFINITION**

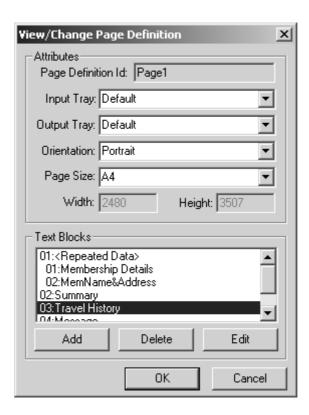
You may want to edit a page definition. This is achieved via the View/Change Page Definition dialogue.



## Editing the current page definition

## → To edit the current page definition:

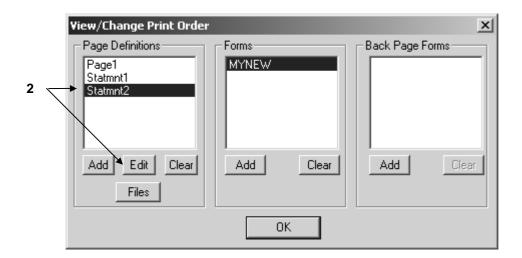
- **1.** Choose the Current Page Def option from the Environment menu. The View/Change Page Definition dialogue will be displayed.
- **2.** Edit the Attributes as required.
- **3.** Edit the Text Blocks as required.
- 4. Choose OK.



## Editing additional page definitions in an environment

## → To edit an added page definition:

- **1.** Choose the Print Order option from the Environment menu. The View/Change Print Order dialogue will be displayed.
- **2.** Select the required page def from the Page Definitions list and click on the Edit button. The View/Change Page Definition dialogue will be displayed.
- 3. Edit the page def attributes as required, then choose OK.



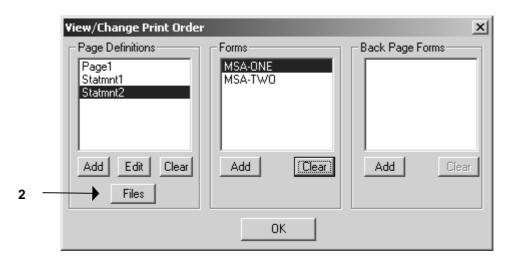
# Editing/Creating an Internal or External page definition

You can edit a page definition that has been created, but that has not been **added** to the environment, or you can create a new page definition **without adding** it to the environment.

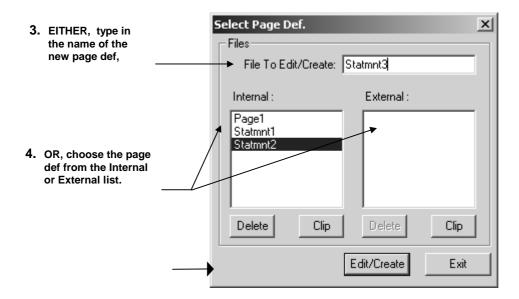
For example, you would use this method if you wanted to add an existing external page definition to an environment, but you want to edit it beforehand.

#### → To edit/create a page definition file:

**1.** Open the Environment menu and choose Print Order from the menu. The View/Change Print Order dialogue will be displayed.



**2.** Click on the Files button to open the Select Page Def. dialogue. Any existing internal or external page defs will be displayed in the respective lists.



#### 3. Either:

Type in the name of the new page definition in the File To Edit/Create box to create a new page def.,

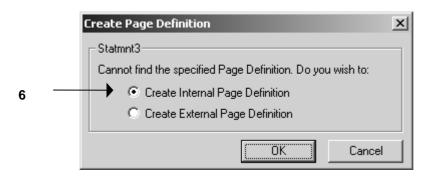
#### 4. Or:

Select the page definition from the internal or external list to edit an existing page def,

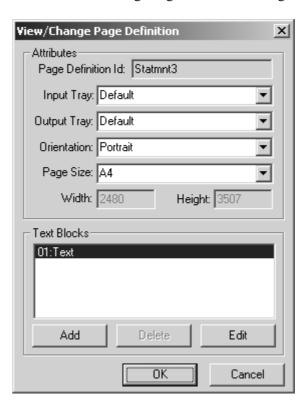
**5.** Click on the Edit/Create button.

**If you have selected an existing page definition,** the View/Change Page Definition dialogue will be displayed. Go to Step 7.

**If you are creating a new page definition**, the Create Page Definition dialogue will be displayed. Go to Step 6.



**6.** Click on the type of page def you wish to create (internal or external), then click on OK. The View/Change Page Definition dialogue will be displayed.



**7.** Edit the page definition as required (refer to page 243), then choose OK. You will be returned to the View/Change Print Order dialogue.

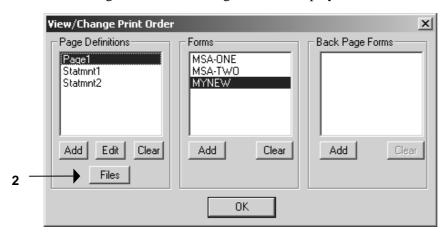
When required, you can add the page def you have edited/created to the Print Order, refer to page 239.

## COPYING A PAGE DEFINITION

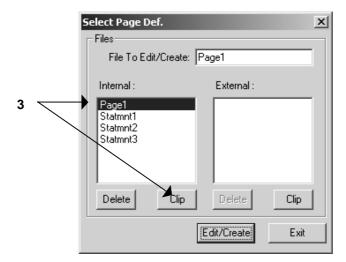
Internal page definitions can be copied onto the clipboard (complete with text blocks), then renamed and copied within the environment, or copied to other environments

#### → To copy a page definition within an environment:

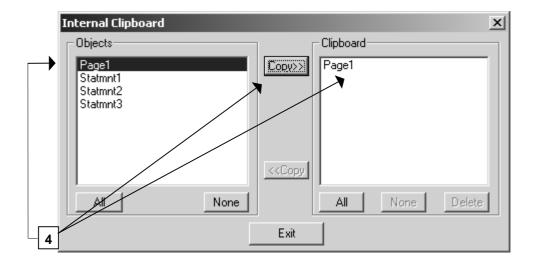
**1.** Open the Environment menu and choose Print Order from the menu. The View/Change Print Order dialogue will be displayed.



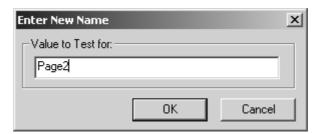
2. Click on the Files button to open the Select Page Def. dialogue.



**3.** Click on the Internal page def to be copied, then click on the Clip button. The Internal Clipboard dialogue will be displayed.



- **4.** Click on the page def to be copied in the Objects list, then choose the Copy>> button. The page def will be copied onto the Clipboard and will be displayed in the Clipboard list.
- **5.** Select the pagedef in the Clipboard list, the <<Copy button will be highlighted.
- **6.** Select the <<Copy button, you will be warned that the page def name already exists and prompted to enter a new name.
- 7. Select OK, the Enter New Name dialogue will be displayed.



- **8.** Type in the new name for the page def and click on OK. The renamed page def will be displayed in the Objects list.
- **9.** Exit the Internal Clipboard dialogue. You will be returned to the Select Page Def. dialogue with the copied page def displayed in the Internal list.

**10.** You can select and edit the copied page def (refer to page 243), or exit the dialogue to return to the View/Change Print Order dialogue.

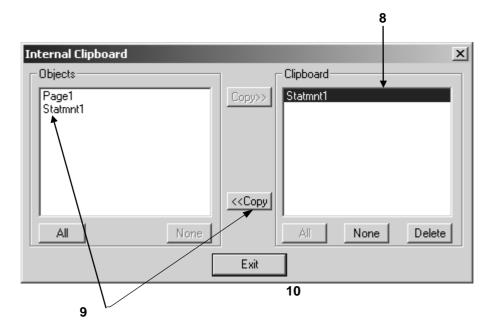
The copied page def will not be displayed in the dialogue and must be added to the Page Definitions list if required (refer to page 239).

**NOTE:** An item remains on the Clipboard until you exit the Paris Designer, or it can be removed from the Clipboard by selecting the item then the Delete button.

#### → To copy a page definition to another environment:

- **1.** Open the Environment menu and choose Print Order from the menu. The View/Change Print Order dialogue will be displayed.
- 2. Select the page def to be copied from the Page Definitions list, then click on the Files button to open the Select Page Def. dialogue.
- **3.** Click on the Internal page def to be copied, then click on the Clip button. The Internal Clipboard dialogue will be displayed.
- **4.** Click on the page def to be copied in the Objects list, then choose the Copy>> button. The page def will be copied onto the Clipboard and will be displayed in the Clipboard list.
- **5.** Exit the Select Page Def. dialogue and subsequent dialogues to return to the Environment Editor.
- **6.** Close the current environment, then open the environment to which the page def is to be copied.
- **7.** Open the clipboard as described in steps 1 to 3.

**8.** Click on the page def in the Clipboard list, the <<Copy button will be highlighted.



- **9.** Select the <<Copy button, the page def will be copied to the Objects list.
- **10.** Click on the Exit button, you will be returned to the Select Page Def. dialogue.
- **11.** You can select and edit the copied page def (refer to page 243), or exit the dialogue to return to the View/Change Print Order dialogue.

The copied page def will not be displayed in the dialogue and must be added to the Page Definitions list (refer to page 239).

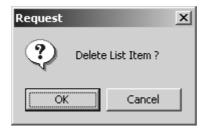
**NOTE:** If a page def has been created as an **external page def**, it is available to be added to all environments and can be displayed and added by selecting the Add button in the View/Change Print Order dialogue.

## **CLEARING A PAGE DEFINITION**

If you have added a page definition you do not want in the Print Order, you can clear it.

## → To clear a page definition:

- **1.** Open the Environment menu and choose Print Order from the menu. The View/Change Print Order dialogue will be displayed.
- 2. Select the page def to be cleared from the Page Definitions list.
- **3.** Click on the Clear button. A message box will appear asking you to confirm the clearance.



**4.** Choose OK. The page def will be cleared from the list.

**NOTE:** This function only clears the page definition from the list in the Print Order, it does not delete the page def file. You may use the Add button to add the page definition again at any time.

## USING MULTIPLE PAGE DEFINITIONS AND FORMS

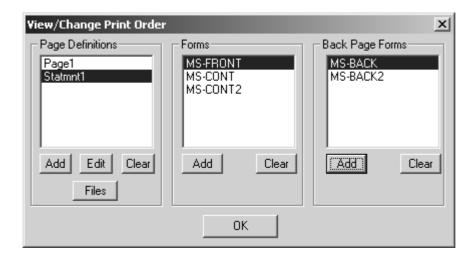
Multiple page definitions and multiple forms can be used in a cyclic sequence for dealing with complex print jobs.

By adding page defs and forms in the View/Change Print Order dialogue, you can have relevant data print onto the appropriate form. For example, customer invoice information on one, account department records on the next and stock control on a third.

If you want to print the **same** data on multiple forms with multiple page definitions, you have to set Process Each Page in the Input Settings to the number of times (that is, the number of printed pages) you want the data to be repeated. Refer to *Using Input Settings* in the *Paris Designer Reference Manual*.

# CHANGING PAGE DEFINITIONS AND FORMS USING SEQUENCE PROCESSING

If you have multiple page definitions and multiple forms, the system simply cycles through the list of page defs, forms and back forms (if added) for every page it prints. If there is an uneven number of page defs and forms, the Designer still cycles independently through each list.



#### For example:

You have added 2 page defs, 3 forms and 2 back page forms to the Print Order list. When printing on a **duplex** printer, the table below shows which printed page will receive which page defs and which forms.

Page No.	Page def	Form	Back Form
1	Page1	MS-FRONT	MS-BACK
2	STATMT2	MS-CONT	MS-BACK2
3	Page1	MS-CONT2	MS-BACK
4	STATMT2	MS-FRONT	MS-BACK2
5	Page1	MS-CONT	MS-BACK
6	STATMT2	MS-CONT2	MS-BACK2

# CHANGING PAGE DEFINITIONS AND FORMS BY USING AN EVENT

In cases where page definitions and forms do not change to a fixed cycle, they will need to be changed by an event.

You can change the current page definition by using a 'Change Page Definition' Page/Para event. When the test conditions are met, the Designer will change the page definition to the one specified.

Forms can also be changed by the use of a local text block Change form event or a Page/Para Change Form event.

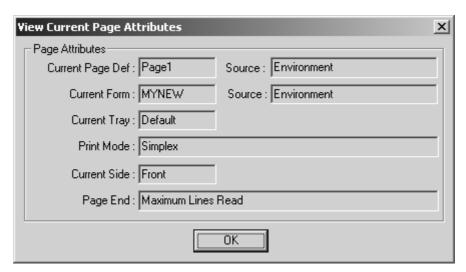
These events are described in Chapter 7, *Using Events*. More detailed information on their use is provided in the appropriate section in the *Paris Designer Reference Manual*.

## VIEWING CURRENT PAGE ATTRIBUTES

The View Page Attributes option in the Environment menu lets you check what settings are active for the current page displayed in the Environment Editor. The current page def, form, printer and page end settings are displayed.

#### → To view the current page attributes:

- 1. Choose View Page Attributes from the Environment menu (or use the shortcut keys **Ctrl+K**. The View Current Page Attributes dialogue will be displayed. Attributes can be viewed but not changed from this dialogue.
- **2.** Once you have finished viewing the page attributes, choose OK to return to the Environment Editor.



## ✓ TIP:

Viewing the current page attributes is useful in large complex print jobs to quickly check the page def and forms for each page are correct.

It is also useful to display information that is not available in the WYSIWYG editor, such as why a form changed, or the current side of the page.

## **USING DYNAMIC FORM ELEMENTS**

## IN THIS CHAPTER...

- WHAT IS A DYNAMIC FORM ELEMENT?
- WHY ARE DYNAMIC FORM ELEMENTS USED?
- How are Dynamic Form Elements created?
- Adding a Dynamic Form Element
- Copying a Dynamic Form Element
- RESIZING BOXES AND LINES
- FLOATING DYNAMIC FORM ELEMENTS
- ADDING GRAPHICS FILES TO AN ENVIRONMENT

## USING DYNAMIC FORM ELEMENTS

Dynamic form elements are created in the Environment Editor and are stored within the environment file (\*.ENV). Once they have been added to an environment, dynamic form elements are displayed in the Environment Editor when a data file (\*.DTA) is loaded.

Dynamic Form Elements are modified in the Environment Editor.

#### WHAT IS A DYNAMIC FORM ELEMENT?

Dynamic form elements are elements, such as text, lines, boxes, circles, images and charts, that can be set to interact with the printstream data. Because of this, dynamic form elements can only be added in the Environment Editor.

## WHY ARE DYNAMIC FORM ELEMENTS USED?

Standard forms can be changed from page to page, however their static form elements are fixed within each form, and do not interact with the printstream data controlled by the pagedef. Dynamic form elements interact with the variable data and therefore are part of the pagedef.

#### For example:

A box is drawn around a text block containing items on an invoice. The number of items varies with each invoice.

The box is linked to the text block which contains the data, and the box properties are set to horizontal and vertical **resize**.

The box will resize itself automatically according to the number of lines (items) in the text block.

## **■** WARNING!

An element **should not** be added to an environment via the Environment Editor **unless** it is required to behave dynamically. Use the Form Editor to add static elements (refer to Chapter 11, *Using the Form Editor*).

## HOW ARE DYNAMIC FORM ELEMENTS CREATED?

Dynamic form elements are created in the Environment Editor by using the tools in the Tools Bar.

As the use of the tools is the same in both editors (excepting the Text Block Tool) and is described in detail in Chapter 11, the use of individual tools is not repeated here.

This chapter describes how to define the **properties** for each type of dynamic form element and how to copy dynamic form elements.

A dynamic form element's properties are defined in the element's Default Settings dialogue and modified in the element's View/Change Settings dialogue.

## ADDING A DYNAMIC FORM ELEMENT

Before a dynamic form element is added to an environment, the element's default settings (including the properties) are set and the element is linked to the relevant text block.

Defining the properties for each type of element is described in the sections that follow. A dynamic form element's settings and properties can be viewed and edited after it has been added.

## **●** WARNING!

The element **must** be linked to the text block **before** the element is added.

#### → Step 1: Define the dynamic element's settings

- 1. Select the required element tool, then click on the Settings button to display the associated Default Settings dialogue.
- **2.** Define the element's settings, including the properties, then choose the OK button in the dialogue.

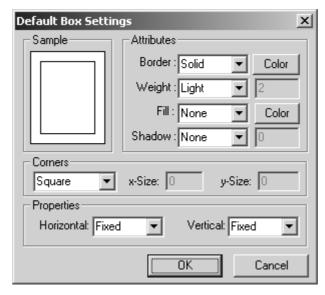


Figure 10-12: Defining the settings for a dynamic box element

#### → Step 2: Link the element to the relevant text block

**1.** With the element tool still selected, press **Ctl+N** to display the Select Text Block dialogue (or choose the Select Text Block option from the Environment menu).

The Select Text Block dialogue will be displayed, listing the text blocks in the environment.

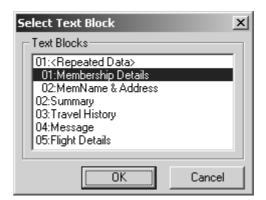


Figure 10-13: The Select Text Block dialogue in the model environment

**2.** Choose the required text block from the list, then choose the OK button.

You will be returned to the Environment Editor. The selected text block will be displayed on your page in BLACK, the remaining elements in the environment will be displayed in BLUE.

Once you have linked the text block, you can add the dynamic element to the environment.

#### → Step 3: Add the dynamic element to the environment

With the exception of the Graphic tool, using the element tools to add a Line, Box, Circle and Chart is the same as described in Chapter 11. ('Adding and floating a dynamic image' is described later in this chapter.)

- **1.** With the element tool still selected, click on the page where you want to add the element.
- **2.** Draw the element as required.

#### NOTE:

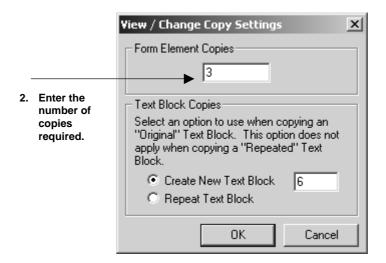
Another method of adding a graphic to an environment is to use a field. This is described in 'Using a field to load a graphics file' in Chapter 8. A chart with fields as its members is also added in an environment. Refer to 'Using Fields to Generate a Chart' in Chapter 8.

## **COPYING A DYNAMIC FORM ELEMENT**

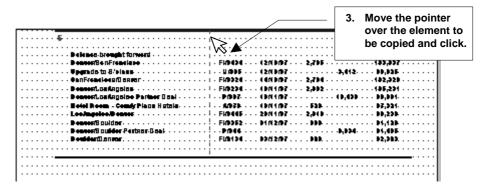
Any form element added to an environment can be copied. At the same time all the settings that apply to the element will also be copied.

#### → To copy a dynamic form element that has been added to an environment:

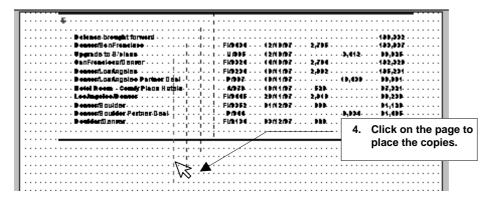
- **1.** Select the Copy tool, then select the Settings button to display the View/Change Copy Settings dialogue.
- **2.** In the text field under Form Element Copies, enter the number of copies required then click on OK.

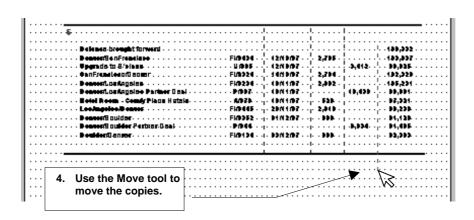


**3.** Move the pointer over the element to be copied (the element will be highlighted in red) and click. The copied elements will be displayed. If you move the pointer the copies will move with the pointer.



**4.** Click on the page to place the copies, then select the Move tool to place each copy where required.





## RESIZING BOXES AND LINES

Dynamic box and line elements can be set to resize vertically and/or horizontally according to the amount of data in the text block. This can be done prior to adding the element via the element's Default Settings dialogue, or after the element has been added via the element's View/Change dialogue,.

#### → To set a dynamic box or line to resize:

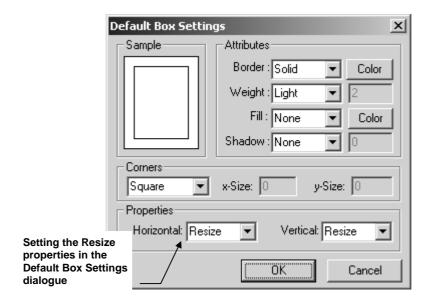
#### 1. Before the element is added:

Display the element's Default Settings dialogue as described on page 261.

## After the element is added:

Select the View tool, then move the pointer over the required box or line to target the element. Click on the targeted element. The View/Change dialogue for the element will be displayed.

- **2.** In the Properties section of the Default Settings or View/Change Settings dialogue, select 'Resize' from the Horizontal and/or Vertical drop-down menu.
- **3.** Choose OK.



## FLOATING DYNAMIC FORM ELEMENTS

The properties for dynamic form elements can be set to 'float'. To 'float' an element means that it will move with the linked text block, but its size will not change.

For example, text may be added to the environment and linked to a text block that contains variable lines of data. The properties of the added text can be set to 'float' so that it will move with the text block according to the number of lines in the block.

#### → To set an element to float:

#### 1. Before the element is added:

Display the element's Default Settings dialogue as described on page 261.

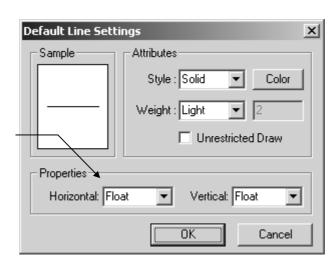
## After the element is added:



Select the View tool, then move the pointer over the required box or line to target the element. Click on the targeted element. The View/Change dialogue for the element will be displayed.

- **2.** In the Properties section of the dialogue, select 'Float' from the drop-down menus.
- 3. Choose OK.

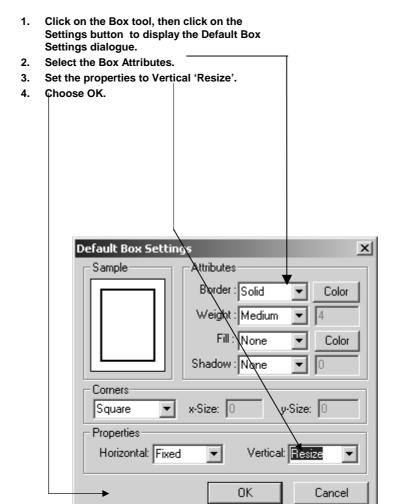
Setting the Float properties in the Default Line Settings dialogue



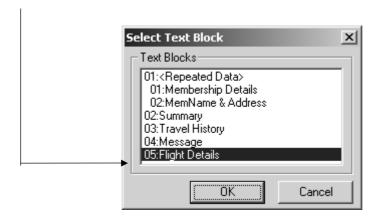
# Adding a dynamic text element to the model environment

In the model environment, the number of items in the Flight Details text block can vary. A dynamic box is to be added around the text block and set to resize vertically. Dynamic text is also to be added below the text block and set to 'float' with the text block.

The dynamic box is added as follows:

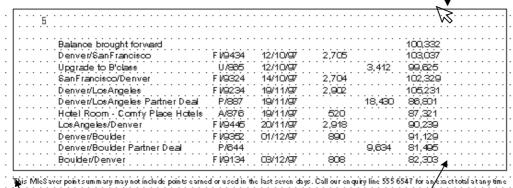


With the Box Tool still selected, press Ctl+N to display the Select Text Block dialogue and select the Flight Details text block. Choose OK.



Click on the corner of the Flight details text block and move the pointer across and down until the required box size is reached. Click again.

4011		icaonica. Onon agami.
19/11/97	520	87,321
20/11/97	2,918	90,239
01/12/97	890	91,129
		9,634 81,495
03/12/97	808	82,303



Dynamic text has been added and set to 'Float' vertically.

#### **ADDING AND FLOATING A DYNAMIC IMAGE**

The properties of an image (graphics file) added to an environment can be set to float.

For example, if an added graphics file is linked to a text block which varies in size, the file properties can be set to float in horizontal and vertical directions to maintain its position on the page in relation to the text block.

A graphics file can be loaded by selecting the file name or by selecting a field with its value set to the graphics file name. 'Using a field to load a graphics file' is described in Chapter 8, Using Fields.

**Before** adding the graphics file, select the text block to which it is to be linked.

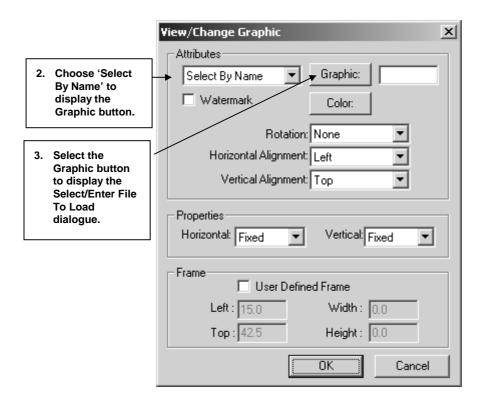
#### → To select the text block:



- 1. Select the Graphics tool.
- **2.** Open the Environment menu and choose the Select Text Block option (or use the shortcut keys **Ctl+N**). The Select Text Block dialogue will be displayed listing the text blocks in the environment.
- **3.** Select the required text block from the list then choose OK.

### → To add the graphics file:

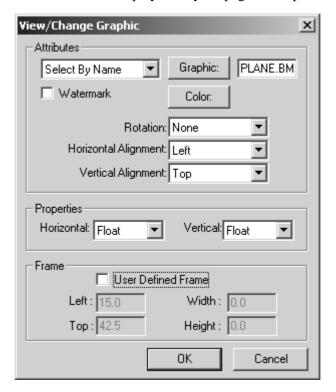
- **1.** With the graphics tool still selected, click on the position on the page where you want to add the graphic. The View/Change Graphic dialogue will be displayed.
- **2.** Choose 'Select By Name' from the drop-down menu. The Graphic button will be displayed as illustrated.



- **3.** Select the Graphic button. The Select/Enter File To Load dialogue will be displayed.
- **4.** Select the required file from the list then choose OK. The file name will appear in the View/Change Graphic dialogue.

## → To float the added image:

- **5.** In the Properties section of the dialogue, select 'Float' from the drop-down menus.
- **6.** Choose OK. The file will be displayed on your page in the position chosen.



#### **M** NOTE:

See also, 'Using the Graphics Tool' in Chapter 11 of this manual.

## USING THE PARIS FORM EDITOR

This chapter describes the use of the Form Editor to create modify, overlay and merge forms.

## IN THIS CHAPTER...

- ABOUT CREATING FORMS...
- **FORM DESIGN GUIDELINES**
- CREATING A FORM
- THE PARIS DESIGNER TOOLS BAR
- Modifying Elements
- USING GROUPS
- USING FORM OVERLAYS
- MERGING FORMS

## **ABOUT CREATING FORMS...**

Forms are created in the Form Editor. This chapter describes how forms are created in the Form Editor by using the tools in the Tools Bar to add static form elements. You are also shown how to edit, merge and overlay forms by applying the options available in the Form Editor menus.

To create a form, you can either switch from the Environment Editor to the Form Editor (after adding the form filename to the environment), or you can open the Form Editor directly from the Paris Designer program group.

It is **highly recommended** that in the initial stages of using the Paris Designer, you begin by using the first method.

Start by designing the environment for which the form is intended, to the extent of loading data and creating text blocks as explained in Chapter 3, *Designing your first Environment*. You can then switch to the Form Editor and, with the environment text block elements in view, design the form around the environment. This facilitates your form design and provides a useful perspective on your design needs. These steps are described in Chapter 4, *Creating your first Form*.

As you gain experience in the use of the Paris Designer, depending on your requirements, you can use either method to open the Form Editor and create, edit, merge and overlay forms.

#### **EDITING FORMS**

Forms that have been created can be edited or renamed then edited to create a new form. You can also merge forms to use the elements of both, or overlay an existing form to act as a template for a new form.

### STATIC FORM ELEMENTS

When elements such as lines, boxes, circles, charts and graphics are added to a form, they will remain static on the printed form. Since static form elements are not linked to text blocks (unlike dynamic form elements created in the Environment Editor), they can be stored in separate form files (\*.FRM). Therefore one or more forms can be used in any environment.

## FORM DESIGN GUIDELINES

The design of a form is controlled to a certain extent by the content of the data that is to appear on the form. However, if you keep the following guidelines in mind as you design a form, you will find that your final outcome is both pleasing and functional.

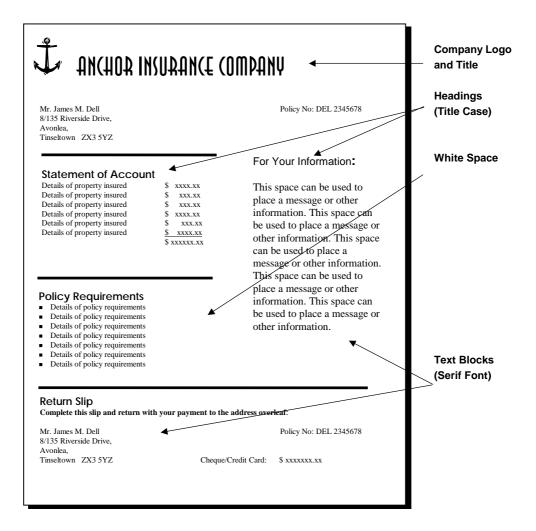
Some basic points to remember when designing forms are:

- For large blocks of text, **serif fonts** (such as Times Roman), are easier to read than **sans serif fonts** (such as Helvetica).
- **Sans serif fonts** (Arial, Helvetica) work well if used as headlines or titles.
- Be consistent with your use of fonts and use only two fonts per page, usually a serif and a sans serif. (This is, of course, apart from such things as company titles or logos)

You can vary the size of the font to indicate various differences (such as headings for sections or levels in the form).

- Title Case (Mixed Upper and Lower Case) is easier to read than all UPPER CASE LETTERS.
- Although reading dynamics differ throughout the world, (whether reading from Left → Right or Right → Left, when it comes to such things as statements or accounts that are based on forms, reading dynamics are usually from the Top Left → Bottom Right. Try to maintain that flow as you design your form.
- Lists of items are easier to read in columns than in rows.
- Don't crowd the page, use white space (blank areas) where possible.
- Balance the various elements on the page.

Remember, the reader will respond well to an attractive form that is uncluttered and easy to read.



## **CREATING A NEW FORM**

The Form Editor can be opened either by selecting the Form Editor icon from the Paris Designer program group or by selecting the Switch option from the System menu in the Environment Editor (refer to *Switching Editors* in Chapter 4).

Either method will display the Form Editor window.

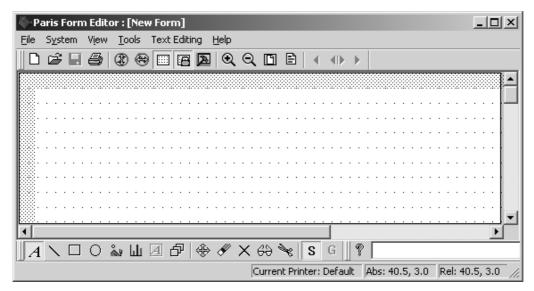
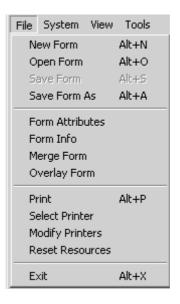


Figure 11 - 14: Form Editor window when opened directly from the Paris Designer program group

## FILE MENU OPTIONS

## ...if you have opened the Form Editor directly

If you have opened the Form Editor directly from the program group, [New Form] will be displayed in the title bar of the window. All options in the File menu will be available ('Save Form' will be available once you have added elements or made changes to a form).



## ...if you have switched editors

If you are creating a new form for an environment and have switched from the Environment Editor to the Form Editor, the form filename added to the environment Print Order will be displayed in the header of the Form Editor window (refer to Chapter 4, *Creating your first Form*).

Certain options in the Form Editor's File menu will be unavailable (the unavailable options are 'dimmed'). You will be able to add elements to the form, merge or overlay it with another form and save and print the form.

## USING THE FILE MENU OPTIONS

The method you use to open the Form Editor depends on your requirements regarding the editing of forms. The remainder of this section is not relevant if you have switched editors to create a form.

## Step 1: Selecting 'New Form' or 'Open Form'

New forms can be created from a blank form or by using an existing form as a template and giving it a new name.

#### → To create a new form:

- 1. If [New Form] is not currently displayed in the title bar, open the File menu.
- **2.** Choose 'New Form' from the menu. A blank form will be displayed in the Form Editor window with [New Form] in the Title Bar.

## → To open an existing form:

- **1.** Open the File menu and choose 'Open Form' from the menu. The Select/Enter File to Load dialogue will be displayed.
- 2. Select the required file from the File List.
- **3.** Click on the OK button. The selected form will be displayed in the Form Editor window with the Form name in the Title Bar.

#### ✓ TIP:

Use the shortcut keys Alt+N to open a new form or ALT+O to open an existing form

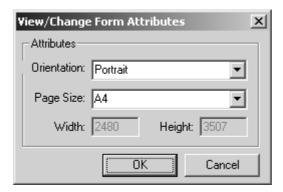
## Step 2: Setting the Form Attributes

The Form Attributes are set to determine the form's page orientation (landscape or portrait) and the size of the page. Even if you are creating a new form from an existing form, it is important to verify the Form Attributes.

The form attributes **must** match those set in the page definition of the environment to be used with the form. Refer to *Setting the Page Definition* in Chapter 3.

#### → To set the form attributes:

**1.** Select the 'Form Attributes' option from the File menu. The View/Change Form Attributes dialogue will be displayed.



- **2.** Select the Page Orientation (Portrait or Landscape).
- **3.** Select the Page Size required from the drop-down menu (the Page Size options available in the menu depend on the printer type selected, see NOTE below).
- **4.** If applicable, enter the page Width and Height, then choose the OK button. You will be returned to the Form Editor.

#### **M** NOTE:

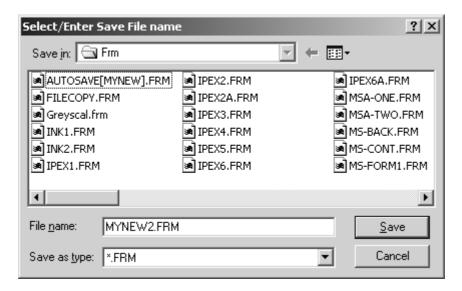
All the features available on the printer are contained in the XLPrint Printer Descriptor (XPD) file in the \PARIS\PRT directory. For full details on the function of XPD and PPD files, see the *Paris Designer Reference Manual*).

## Step 3: Saving the Form

Before editing or adding any elements to the form, save it under the new filename.

#### → To save the form:

- 1. Select the 'Save Form As' option from the File menu. The Select/Enter Save File Name (.FRM) dialogue will be displayed.
- **2.** Type a new filename in the 'File' box, with a .FRM extension. (If you are overwriting an existing form, the current form filename will be displayed in the Selected File box).
- **3.** Choose OK. A message box will be displayed confirming that the new form file has been saved to disk.



Once the form attributes have been set and the form has been saved, the static form elements can be added and /or edited, using the Paris Designer Tools Bar.

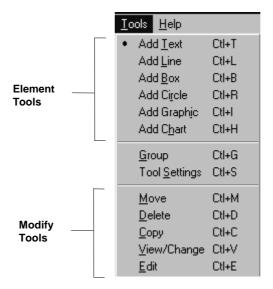
## THE PARIS DESIGNER TOOLS BAR

The Paris Designer Tools Bar and each Tool are illustrated and their use briefly described in Chapter 2, *Designing an Environment*. This chapter describes how to use each tool to create and modify elements.

Tools can be selected from the Tools menu, the Tools Bar or by using the relevant shortcut keys. By whatever method a tool is selected, it will be indicated in the Tools Bar.

The Tools are similarly grouped in the menu and Tools Bar as illustrated below, with the element tools preceding the modify tools.

If you move the mouse pointer over a tool in the Tools Bar, the tool label will be displayed, indicating the function of the tool.





## A QUICK GUIDE TO SELECTING A TOOL

The following is a summary of the outcome to expect when using the mouse to select a tool in the Form Editor.

- Clicking **once** on a tool will **select** the tool.
- Clicking on an **Element** tool then clicking on the **Settings** button will display the tool's Default Settings dialogue.
- Clicking on the **Group** tool then the **Settings** button will display the View/Change Group Elements dialogue.
- Selecting the **View** tool then clicking on an element will display the element's View/Change dialogue.
- If a group of elements have been created in the form, selecting the **Group** button **G**, then selecting the **View** tool and clicking on the group will display the View/Change Group Elements dialogue.
- Selecting the **Move** tool then clicking on an element will allow you to move the element.
- Selecting the **Edit** tool then clicking on an element will allow you to edit the element. (Such as the length of a line or size of a box.)
- Selecting the **Delete** tool then clicking on an element will delete the element.

## ADDING AND EDITING STATIC FORM ELEMENTS

The Paris Designer Tools Bar is the same in both the Environment Editor and Form Editor, with the exception of the Text Block tool and Page tools which are unavailable for use in the Form Editor.

The Page tools and Text Block tool are specific to the Environment Editor and their use is described in *Move to Page options* in Chapter 2 and *Creating Text Blocks* in Chapter 3, respectively.

The use of the tools to add and modify elements is the same in both editors, however as an element added to an environment can behave dynamically, additional properties can be defined for the element. Chapter 10, *Using Dynamic Form Elements* explains these differences and the use of dynamic graphics in an environment.

Before you add an element to a form, you can define its settings via the element's Default Settings dialogue, then when added the element will be in the format defined in the settings.

You can add an element without previously defining the default settings, by choosing the required tool and available settings from the Tools Bar, then add the element.

Once an element is added, it can be edited or the settings can be altered via the element's View/Change dialogue.

The use of all Default Settings and View/Change dialogues is explained in detail in Part Three of the *Paris Designer Reference Manual*.

#### **M** NOTE:

The use of the Color Palette is not described in detail in this chapter. Refer to *Chapter 22, 'The Color Palette function'* of the *Paris Designer Reference Manual.* 



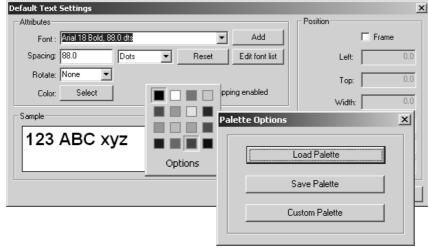
## USING THE TEXT TOOL

The Text tool is used to add static text to a form (or dynamic text to an environment). The default settings for text can be defined prior to it being added. Text that has already been added can be edited and/or the settings can be altered.

#### → To define default text settings:

#### Either:

1. Click once on the Text tool, then click on the Settings button. The Default Text Settings dialogue will be displayed.



Set the text attributes and font as required. If necessary, add the required font to the Font List. A frame cannot be defined until after the text is added, refer to page 289.

- **2.** To add color to the Text, click on the Color: Select button to display the Color Palette. Choose the required color from the palette, or click on Options to load a color palette. (If necessary, refer to your Help Contents or Chapter 22 'The Color Palette function' of the Paris Designer Reference Manual.)
- 3. Choose OK.

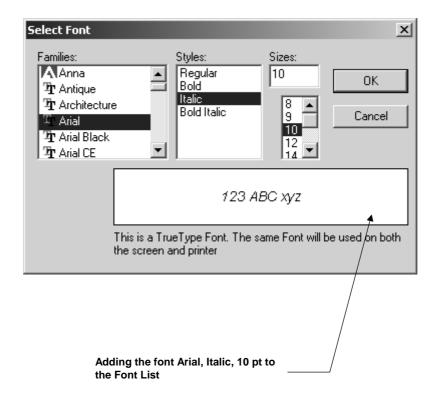
### Or:

- 1. Click on the Text tool. The Tools Bar will display the attributes settings for the text.
- **2.** Choose the required attributes then add the text to the form.

## Adding a font to the font list

#### → To add a font to the font list:

- **1.** Click on the Add button in the Fonts section of the Default Text Settings dialogue. The Select Font dialogue will be displayed.
- 2. Select the required font, font style and size from the list.
- **3.** Choose OK. The font will be added to the Font list.
- **4.** Repeat the process to add more fonts to the list.



## Adding static text

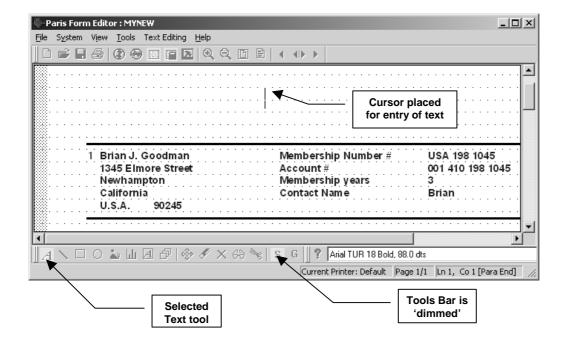
You can add text to a form once you have added a font to the font list in the Default Settings dialogue.

#### → To add text to a form:

- 1. Click on the Text tool, then choose the required attributes from the Tools Bar.
- **2.** Click on the screen where you want the text to start. The text cursor will appear. The Tools Bar will be 'dimmed', indicating you are in Text Entry mode.
- **3.** Type in the text, then click on the right mouse button to exit Text Entry mode. The Tools Bar will be highlighted.

#### ✓ TIP:

If you make a mistake while adding text, you can use the backspace or insert keys to make corrections.

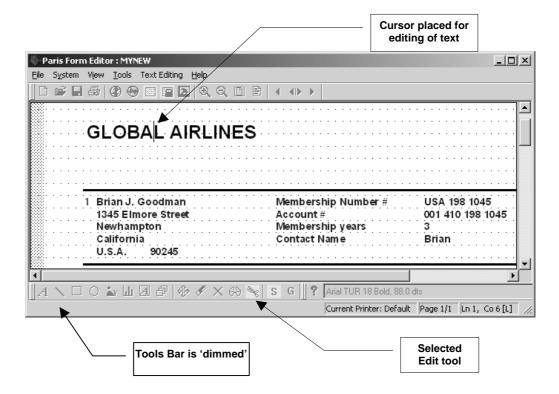


## **Editing static text**

Text that has been added to a form can be edited.

#### → To edit text in a form:

- 1. Click on the Edit tool then move the pointer over the text to be altered. The text will be targeted in RED.
- **2.** Click on the targeted text to insert the cursor. The Tools Bar will appear dimmed, indicating you are in Text Editing mode. Use the arrow keys or the mouse to position the cursor.
- **3.** Use the backspace or insert keys to make the necessary modifications.
- **4.** Click on the **right** mouse button to exit Text Editing mode. The Tools Bar will highlighted.

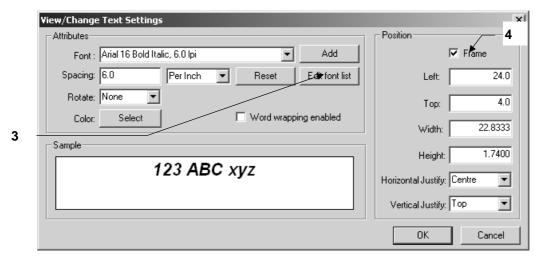


### Changing the attributes, font and frame position of static text

The text attributes, position and font added to a form can be changed.

#### → To change text attributes and font:

- 1. Click on the View tool then move the pointer over the text to be altered. The text will be targeted in RED.
- 2. Click on the targeted text to display the View/Change Text Settings dialogue.



**3.** Change the text attributes and font as required (if necessary, add the font to the Font List).

### Setting and positioning the frame

The Frame option is used to position text exactly on a page. Before opening the View/Change Text Settings dialogue, use the pointer and the page coordinates to establish the required width and height of the frame and the position of the text.

#### → To set the frame and position the text:

- **4.** Click on the Frame checkbox, then enter the position for the Left and Top of the frame in the relevant fields. In the example opposite, the Left position has been set to 24 and the Top position to 4.
- **5.** Choose OK to return to the Form Editor. The text will be positioned on the page according to the settings. Repeat the process to change the position if required.

Text can be imported into a form from an ASCII text file. Refer to Appendix B, 'Using the Keyboard in the Form Editor'.



### USING THE LINE TOOL

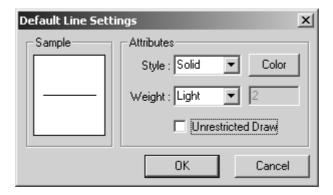
The Line tool is used to create lines of various styles, colors, weights, ends and butts.

The default settings for a line can be defined prior to it being added. A line that has already been added can be edited and/or the settings can be altered.

#### → To define default line settings:

#### Either:

1. Click once on the Line tool, then click on the Settings button. The Default Line Settings dialogue will be displayed.



2. Set the line attributes for the style and weight.

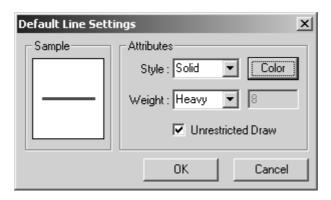
(To add color to the Line, click on the Color Button to display the Color Palette. Choose the required color from the palette, or click on Options to load a color palettes. If necessary, refer to your Help Contents or Chapter 22 'The Color Palette function' of the Paris Designer Reference Manual.)

The line in the 'Sample' box will reflect the changes to the settings. By default, lines will snap to the grid in a horizontal or vertical direction.

- **3.** Select the Unrestricted Draw checkbox to add diagonal lines (this makes the grid inactive and allows you to add lines in any direction).
- 4. Choose OK.

#### Or:

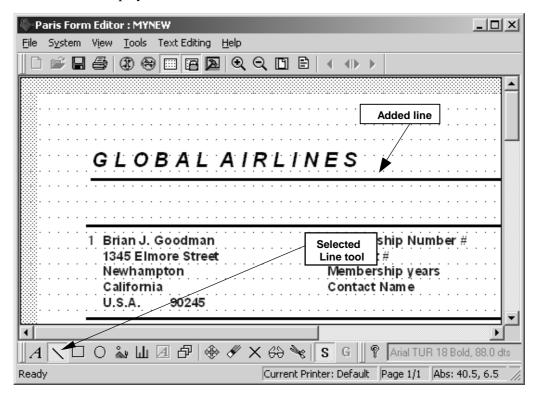
- 1. Click on the Line tool. The Tools Bar will display the attributes settings for the line.
- **2.** Choose the required attributes then add the line to the form. (Refer to the following section.)
- **NOTE:** If you use this method, Unrestricted Draw is not available.



### Adding a static line

#### → To add a line to a form:

- 1. Click on the Line tool, then choose the required attributes from the Tools Bar.
- 2. Click on the screen where you want the line to start.
- **3.** Move the pointer to where you want the line to end and click. The added line will be displayed.



#### → To add a diagonal line:

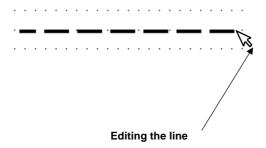
- **1.** Display the Default Line Settings dialogue as described on the previous page and select 'Unrestricted Draw' from the dialogue, then choose OK.
- **2.** Repeat steps 2 and 3 as above.

# **Editing a static line**

A line that has been added to a form can be edited.

#### → To edit a line:

- **1.** Click on the Edit tool then move the pointer over the line to be edited. The targeted line will be highlighted in RED.
- **2.** Click on one endpoint of the line to lengthen or shorten it.
- **3.** Move the endpoint to its new location and click.



# Changing a static line's settings

The settings for a line that has been added to a form can be changed.

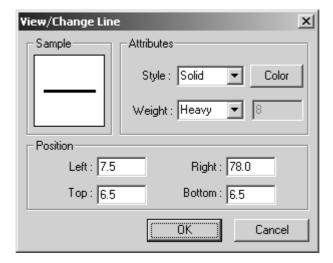
If you want to position the line exactly on a page you can do so. Before opening the View/Change Line dialogue, use the pointer and the page co-ordinates to establish where on the page you want to position the left and top of the line.

#### → To change a line's settings:

- 1. Click on the View tool then move the pointer over the line to be edited. The targeted line will be highlighted in RED.
- 2. Click on the targeted line. The View/Change Line dialogue will be displayed.
- 3. Change the settings as required, when finished,
- 4. Choose OK.

### → To position the line exactly on the page:

- **4.** Enter the position for the Left and Top end of the line in the respective fields. (The Right field will display the position of the right end of the line and the Bottom field will display the same value as that in the Top field.)
- **5.** Choose OK to return to the Form Editor.





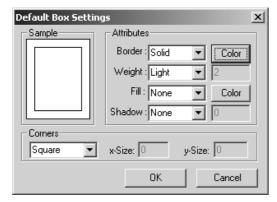
### USING THE BOX TOOL

The Box tool is used to create boxes of various border types, line weights, colors, fills, drop shadows and corners. The default settings for a box can be defined prior to it being added. A box that has already been added can be edited and/or the settings can be altered.

#### → To define default box settings:

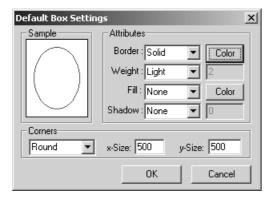
#### Either:

1. Click once on the Box tool, then click on the Settings button. The Default Box Settings dialogue will be displayed.

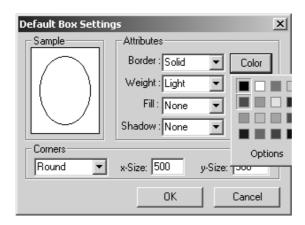


2. Set the box attributes and corner style.

**Corners**: If you select Round corners, the x-Size and y-Size boxes are activated. You can nominate the degree of curvature for the round corners by entering a figure in the x and y size boxes. For example, you could add an oval shape by using the settings indicated.



**Color:** To add color to the Box border or fill, click on the Color Button to display the Color Palette. Choose the required color from the palette, or click on Options to load one of the other color palettes supplied by Paris. If necessary, refer to your Help Contents or Chapter 22 'The Color Palette function' of the Paris Designer Reference Manual.)



**3.** Choose OK. By default, the box will snap to the grid in a horizontal or vertical direction. (To draw boxes anywhere on the page, make the grid inactive.)

#### Or:

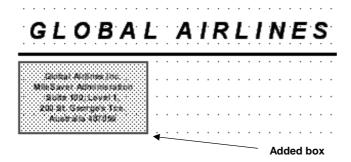
- **1.** Click on the Box tool. The Tools Bar will display the attributes settings for the box.
- **2.** Choose the required attributes then add the box to the form. (If this method is used, the Shadow and Round Corner options are not available.)

NOTE: Round-cornered boxes always **display** in the sample box and in the editor with a light border weight, however, when **printed**, the weight specified in the box settings will print. (Drop shadowing is not available for round cornered boxes. The Sample box indicates the degree of curvature for the Round Corners, not the shape of the box.)

# Adding a static box

### → To add a box to a form:

- 1. Click on the Box tool, then choose the required attributes from the Tools Bar.
- 2. Click on the screen where you want the box to start.
- **3.** Move the pointer to the diagonal corner position according to the size you want for the box, and click. The added box will be displayed.



# Editing a static box

A box that has been added to a form can be edited.

#### → To edit a box:

- **1.** Click on the Edit tool then move the pointer over the box to be edited. The targeted box will be highlighted in RED.
- 2. Click on one corner of the box to resize it.
- **3.** Move the corner to its new location and click.



### Changing the settings for a static box

The attributes, corners and position of an added box can be changed.

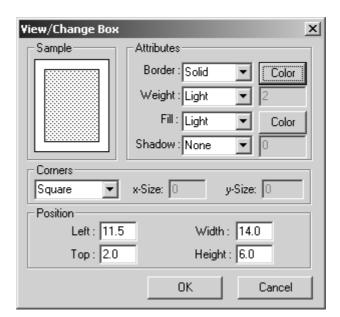
If you want to position the box exactly on a page you can do so. Before opening the View/Change Box dialogue, use the pointer and the page co-ordinates (displayed on the right of the Status Bar) to establish where on the page you want to position the left and top of the box.

#### → To change the settings for a box:

- 1. Click on the View tool then move the pointer over the box to be edited. The targeted box will be highlighted in RED.
- 2. Click on the targeted box. The View/Change Box dialogue will be displayed.
- **3.** Change the attributes and corners as required.

#### → To position the box exactly on the page:

- **4.** Enter the position for the Left, Top corner of the box in the respective fields.
- **5.** Choose OK to return to the Form Editor.





### USING THE CIRCLE TOOL

The Circle tool is used to create circles of various border types, line weights, colors and fills.

The default settings for a circle can be defined prior to it being added. A circle that has already been added can be edited and/or the settings can be altered.

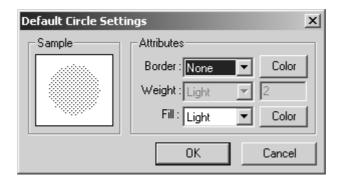
#### → To define default circle settings:

#### Either:

- 1. Click once on the Circle tool, then click on the Settings button. The Default Circle Settings dialogue will be displayed.
- **2.** Set the circle attributes.

**Color:** To add color to the Circle border or fill, click on the Color button to display the Color Palette. Choose the required color from the palette, or click on Options to load a color palette. If necessary, refer to your Help Contents or Chapter 22 'The Color Palette function' of the Paris Designer Reference Manual.)

- 3. The 'Sample' box will reflect the changes to the settings.
- 4. Choose OK.



✓ **TIP:** By default circles will snap to the grid in a horizontal or vertical direction. (Make the grid inactive if you wish to draw circles anywhere on the page.)

#### Or:

- **1.** Click on the Circle tool. The Tools Bar will display the attributes settings for the circle.
- 2. Choose the required attributes then add the circle to the form.

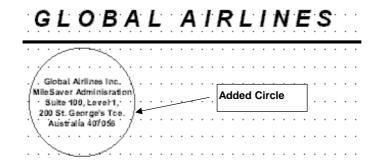
### NOTE:

- (a) If you use the above method, the color option is not available.
- (b) Circles always **display** in the sample box and in the editor with a light border weight, however, when **printed**, the weight specified will print.

# Adding a static circle

#### → To add a circle to a form:

- **1.** Click on the Circle tool, then choose the required attributes from the Tools Bar.
- 2. Click on the screen where you want the center of the circle to be.
- **3.** Move the pointer outward to the position for the circumference of the circle and click. The added circle will be displayed.



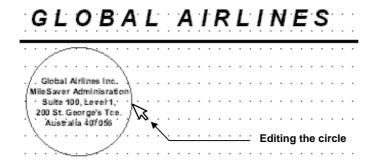
### Editing a static circle

A circle that has been added to a form can be edited.

→ To edit a circle:



- 1. Click on the Edit tool then move the pointer over the circle to be edited. The targeted circle will be highlighted in RED.
- 2. Click on the circumference of the circle to resize it.
- **3.** Move the circumference to its new location and click.



### Changing the settings for a static circle

The attributes and position of an added circle can be changed.

If you want to position a circle exactly on a page you can do so. Before opening the View/Change Circle dialogue, use the pointer and the page co-ordinates (displayed on the right of the Status Bar) to establish where on the page you want to position the left, top of the circle.

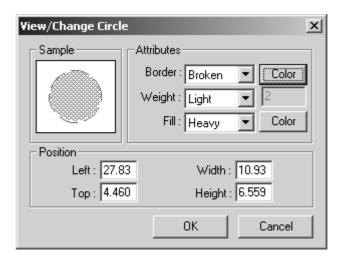
### → To change the circle's attributes:



- **1.** Click on the View tool then move the pointer over the circle to be edited. The targeted circle will be highlighted in RED.
- **2.** Click on the targeted circle. The View/Change Circle dialogue will be displayed.
- **3.** Change the attributes as required.

#### → To position the circle exactly on the page:

- 4. Enter the position for the left, top of the circle in the Left and Top fields.
- **5.** To change the Width and Height, enter the required figure in the Width box (the Height will be the same as the Width as this is a circle).
- **6.** Choose OK to return to the Form Editor.





#### USING THE GRAPHIC TOOL

Images such as logos or signatures can be added to a form or environment as a graphics file and are loaded via the View/Change Graphic dialogue. The Paris Designer supports most industry standard graphic files. (Refer to *Appendix C: Filenames and Directories*). Graphic files to be added to a form or environment can be stored in the **PARIS\GRF** directory.

### NOTE:

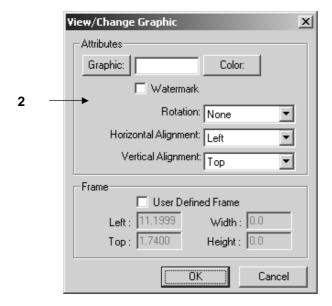
**Watermark:** The View/Change Graphic dialogue has a 'Watermark' option which can be selected to change the order in which elements are sent to the printer. Selecting the Watermark checkbox will ensure that the graphic is the first element sent to the printer then subsequent elements (text, boxes, lines etc.) that are sent will overprint the graphic according to the design of the environment.

### Adding a static graphic

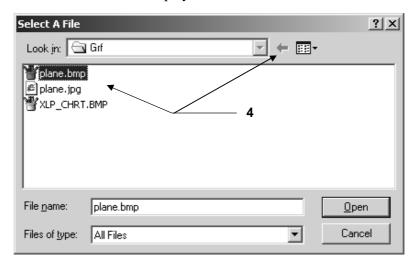
A graphics file is added to a form via the View/Change Graphic dialogue by loading the file directly from the directory in which it is stored.

### → To add a static graphics file

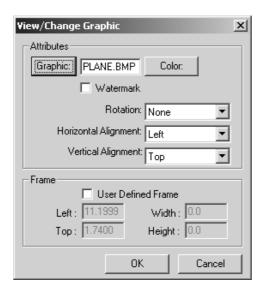
Select the Graphic tool, then click on the position on the page where you want to place the graphic. The View/Change Graphic dialogue will be displayed.



- 2. Select the Watermark checkbox if the added graphic is to be the first element sent to the printer. This ensures that the graphic is the first element placed on the page when formatting takes place (i.e. before text, boxes, lines etc.)
- **3.** Click on the Graphic button to display the Select/Enter File to Load dialogue. The dialogue will default to the PARIS\GRF directory.
- **4.** Either select the filename from the file list, or if the graphic file is stored in a different directory, enter the file pathname in the File box then select the filename from the list displayed.



**5.** Choose Open to display the selected filename in the View/Change Graphic dialogue. Choose OK in the dialogue to display the graphic on the form at the pointer position.



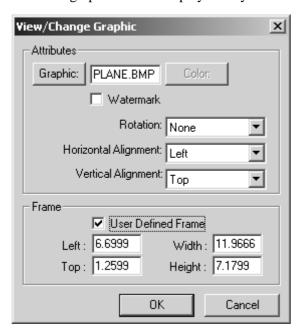
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#### To rotate the graphic:

Select the required rotation from the Rotate drop-down menu (None, Left 90, Invert, Right 90)

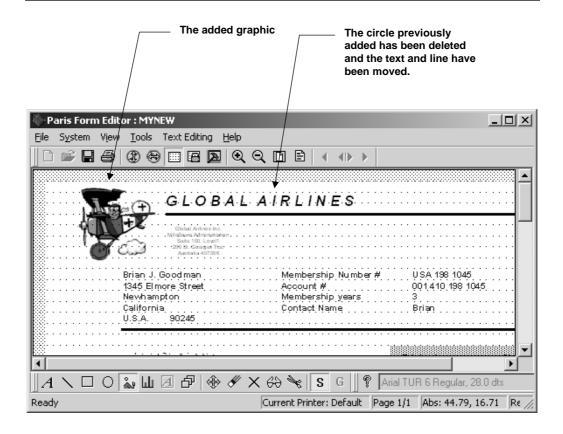
#### → To position the graphic exactly on the page:

- 1. Choose the 'User Defined Frame' checkbox, then set the Left and Top fields for the left and top position of the graphic on the page. Set the width and height of the frame.
- **2.** To align the graphic within the frame, set the horizontal and vertical alignment.
- **3.** Choose OK. The added graphic will be displayed on your form.



#### NOTE:

A user-defined frame is useful if a series of graphics are added that are required to be positioned exactly on a page at regular intervals. For example, a catalogue illustrating parts of an item or product.



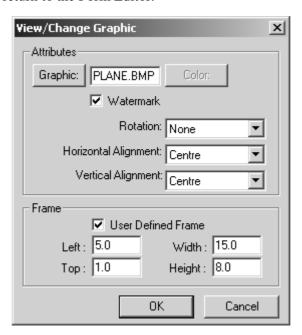
# Changing the graphic settings:

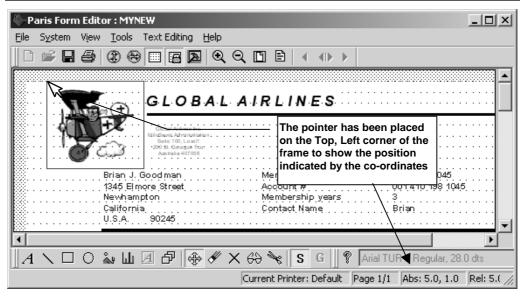
You can position a graphic on a page after it has been added. Before opening the View/Change Graphic dialogue, use the pointer and the coordinates to establish where on the page you want to position the graphic.

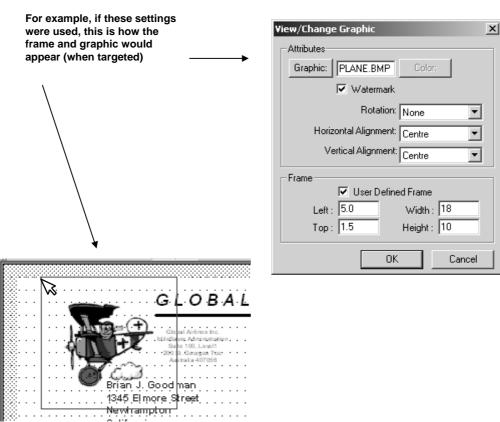
### → To position the graphic exactly on the page:



- 1. Click on the View tool and click on the graphic to be changed. The View/Change Graphic dialogue will be displayed.
- **2.** Select the required Horizontal and/or Vertical alignment.
- **3.** Select the 'User Defined Frame' checkbox, then enter the position for the left and top corner of the frame in the respective fields and the width and height of the frame if applicable.
- **4.** Choose OK to return to the Form Editor.





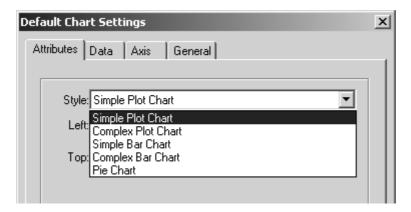




### USING THE CHART TOOL

In the Paris Designer, the styles of chart available are:

- Simple Plot Chart; Complex Plot Chart
- Simple Bar Chart; Complex Bar Chart
- Pie Chart



The settings available for a chart depend on the style of chart selected.

To take you through the process of creating each type of chart, in this section of the chapter we will add a new form to the Form Editor and add each type of chart to the form.

### **NOTE:**

If adding a dynamic chart to the Environment Editor, the same processes apply as described here except for:

- (1) The Horizontal and Vertical properties that can apply to dynamic charts. Refer to Chapter 19, 'Editing Chart Settings' in Part Three of the Paris Designer Reference Manual and 'Using Dynamic Form Elements' in Chapter 10 of this manual.
- (2) The use of fields to create a chart. Refer to 'Using Fields to Create a Chart' in Chapter 8 of this manual.

### Example: Adding charts to a form

#### Add a form

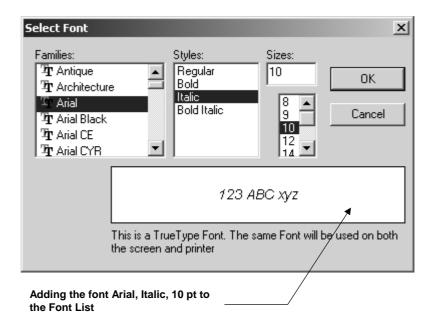
- 1. Open the Form Editor directly from the Paris Designer program group.
- **2.** Click on the File menu and choose 'Save Form As' to display the Select/Enter Save File Name As dialogue.
- **3.** In the File box, enter the name CHART.FRM then choose OK. The form name will appear in the header of the Form Editor window.

#### Add a font to the font list

Before defining a chart's settings, add the font required to the Font List.

#### To add a font to the font list:

- **1.** Click on the Text tool, then click on the Settings button to display the Default Text Settings dialogue.
- **2.** Click on the Add button in the Fonts section of the dialogue. The Select Font dialogue will be displayed.
- **3.** Select the required font, font style and size from the list.
- **4.** Choose OK. The font will be added to the Font List.
- **5.** Repeat the process to add more fonts to the list if required.



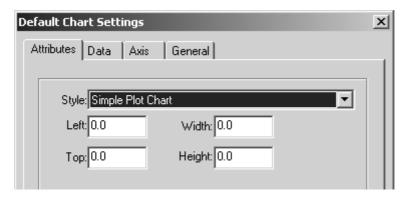
### Defining default chart settings

Before adding any chart, the chart's default settings can be defined before it is added. We shall demonstrate this by defining the settings for a Simple Plot Chart. This method can be used to define the default settings for any chart style.

→ To define the default chart settings for a static Simple Plot Chart:

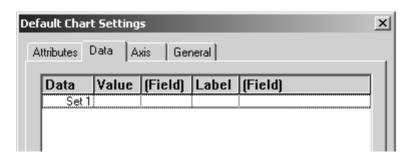
#### **Setting the Chart Attributes**

- 1. Click once on the Chart tool, then click on the Settings button. The Default Chart Settings dialogue will be displayed.
- **2.** Select the required chart style from the drop-down menu (in this case a Simple Plot Chart). The remaining attributes (position and size) can be set later.



### **Adding Data to the Chart**

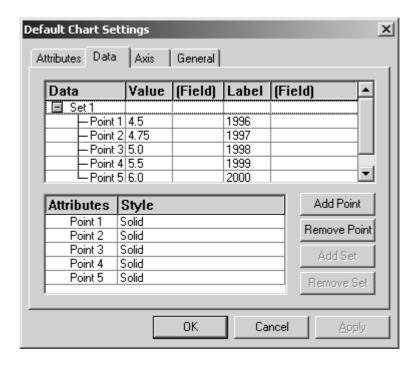
1. Click on the Data tab to add the data and points to the chart. 'Set 1' will be displayed in the Data column.



- **2.** Click on the Add Point button to add a point. Repeat the process until the required number of points has been added.
  - As you add the points, they will be displayed as Point 1, Point 2 and so on below Set1 in the Data column and in the Attributes column. The Fill column will display 'Solid' for each point.
- **3.** Double-click in the Value box adjacent to Point 1 and enter the required value, then click in the adjacent Label box and enter the required label. (As this is a static chart being added in the Form Editor, [Fields] are not applicable.)

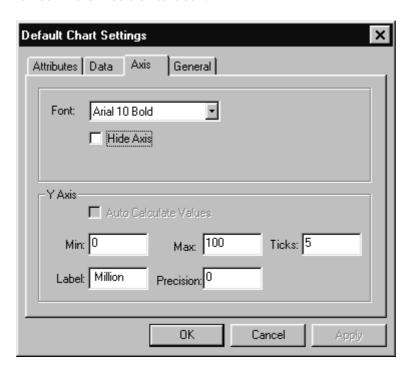
Repeat the process to add a value and label for each point.

**4.** As this is a single set, the attributes style will be left as Solid.



### **Setting the Font and Values for the Simple Plot Chart Axes**

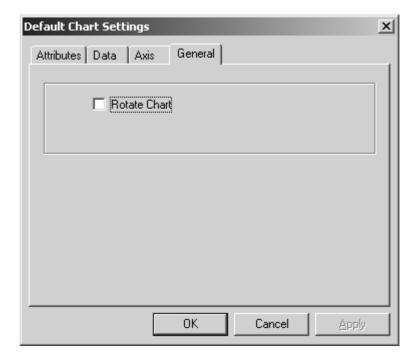
- 1. Click on the Axis tab to add a font style to the chart and minimum and maximum for the range of the Y-axis.
- 2. Display the Font drop-down menu and choose the required font from the list.
- **3.** Enter the minimum and maximum amounts for the Y-axis and the number of ticks required.
- **4.** Type in a label for the Y-axis. (In this case 'Million'.)
- **5.** The values can be set to 0, 1 or 2 decimal places by entering the required number in the Precision text box.



# **Adding the General Settings to the Simple Plot Chart**

The only General setting available for a Simple Plot Chart is to Rotate the Chart. We are not going to choose this option for this example.

However, select the OK button and you are now ready to add your chart to the form.

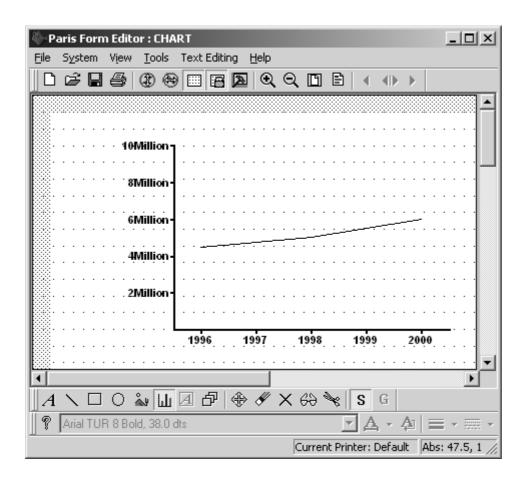


# Adding a Chart

After defining a chart's default settings, it can be added

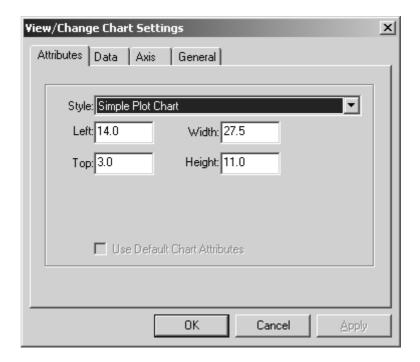
# → To add a Simple Plot chart:

- 1. With the Chart tool still selected, click on the workspace where you want the chart to be positioned.
- **2.** Move the pointer to the diagonal corner position according to the size you want for the chart. As you move the pointer, a box with a dotted outline will appear on the screen.
- **3.** Once the outline is the desired size, click again. The added chart will be displayed with the settings defined in the Default Chart Attributes dialogue.



### **NOTE:**

If you click on the View tool, then click on the added chart, the position and size of the chart will be shown. These can be edited in the dialogue as required, or the Move tool can be used to change the chart's position, and the Edit tool can be used to change the chart's size.



### Saving the form with the new chart

- **1.** Click on the File menu and choose the Save Form As option to display the Select/Enter Save File Name dialogue.
- **2.** Save the form as CHART.FRM.
- **3.** Make a copy of the Simple Plot chart and use the copy to create a Complex Plot chart as described on the following pages.

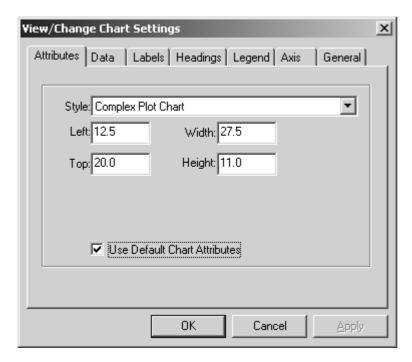
# **Creating a Complex Plot Chart**

Using the copied Simple Plot Chart, we will demonstrate how to change it to a Complex Plot Chart and define the additional settings.

→ To define the chart settings for a Complex Plot Chart:

### **Setting the Chart Attributes**

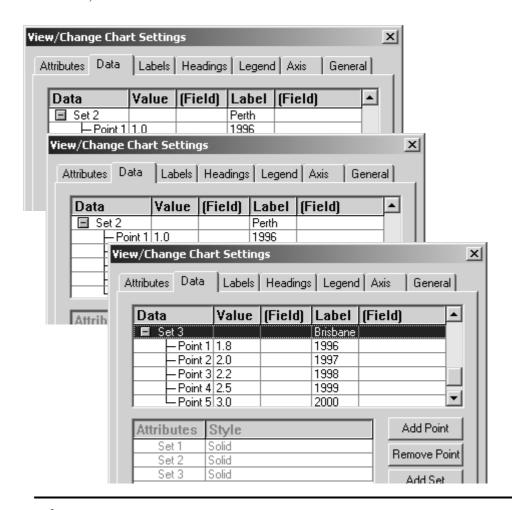
- 1. Click on the View tool and click on the copied simple plot chart. The View/Change Chart Settings dialogue will be displayed with the Attributes tab selected.
- **2.** Choose Complex Plot Chart from the Style menu.
- 3. If you are printing to a color printer and wish to print the chart in color, check the Use Default Chart Attributes checkbox. When you add the chart it will be displayed in color. You cannot change the default color settings. The 'Use Default Chart Attributes' option only applies to complex and pie charts.



**4.** Next, select the Data tab.

### Adding second and third set to a Complex Plot chart

- 1. Under the Data tab, add the label 'Sydney' to Set 1.
- **2.** Choose the Add Set button. Add the Set label 'Perth', and add new values to the point labels.
- **3.** Repeat the process to add a third set labelled 'Brisbane'. As we have chosen to use the Default Chart Attributes (i.e. Color for the set styles) the Set Styles are not available.
- **4.** Next, choose the Labels tab.

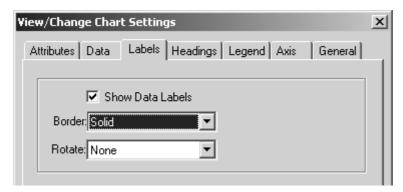


### **NOTE:**

Labeling each Set enables a Legend to be displayed for the chart. See the later section 'Adding a Legend to the Chart'.

### **Showing the Data Labels**

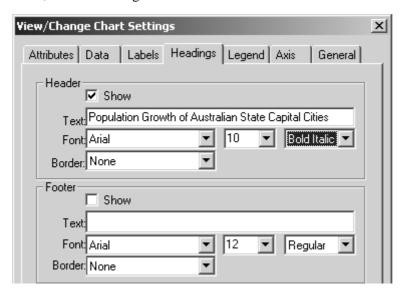
- 1. Click on the Show Data Labels checkbox. This will display the data labels at each point in the set
- **2.** Choose a Solid border from the Border menu.



**3.** Next, choose the Headings tab.

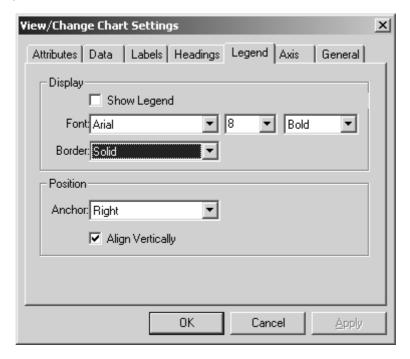
### **Setting the Headings**

- 1. Choose the Show Header checkbox.
- **2.** Enter the text 'Population Growth of Australian State Capital Cities' for the header.
- 3. Choose a font for the header text such as Arial, 10, Bold Italic.
- 4. Next, choose the Legend tab.



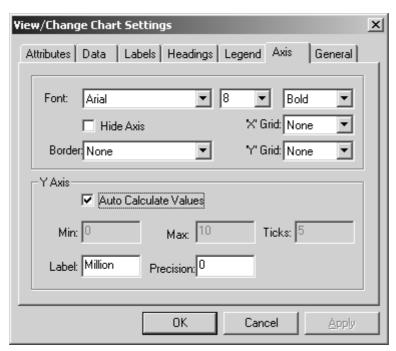
### Adding a Legend to the chart

- 1. Click on the Show Legend checkbox.
- 2. Choose a font for the header text such as Arial, 8, Bold.
- **3.** Choose a Solid border from the Border menu.
- **4.** Choose 'Right' as the anchor position for the Legend and click on the Align Vertically checkbox.
- **5.** Next, choose the Axis tab.



### **Setting the Axis**

- 1. The Axis settings already chosen for the Simple Plot Chart can be maintained for the Complex Bar Chart as illustrated below.
- **2.** To automatically calculate the values on the Y axis, select the Auto Calculate Values checkbox.
- **3.** Next, select the General tab.



### NOTE:

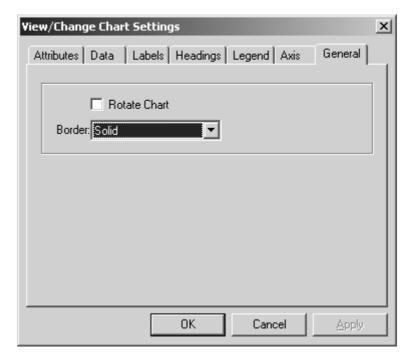
If you select the Auto Calculate Values checkbox, the minimum and maximum values for the Y-axis will be automatically calculated from the chart's data values.

This is extremely useful when the minimum and maximum values are not known, such as with variable data added as fields to a dynamic chart in the Environment Editor.

It is also useful with a broad data range to be able to create a chart from the actual minimum to actual maximum value.

### **Adding the General Settings**

- 1. Choose Solid from the Border menu.
- **2.** Choose OK. Your modified chart will appear as illustrated on the following page.



- **3.** You should now have a Simple Plot Chart and Complex Plot Chart displayed on your form.
- **4.** Open the File menu and choose the Save Form option. The modified form will be saved.
- **5.** Make another copy of the Simple Plot chart to modify and create a Simple Bar Chart.

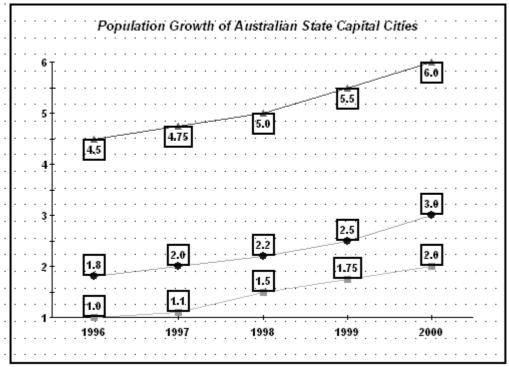


Figure 11 - 15: The Complex Plot Chart with the Auto Calculate Values checkbox selected

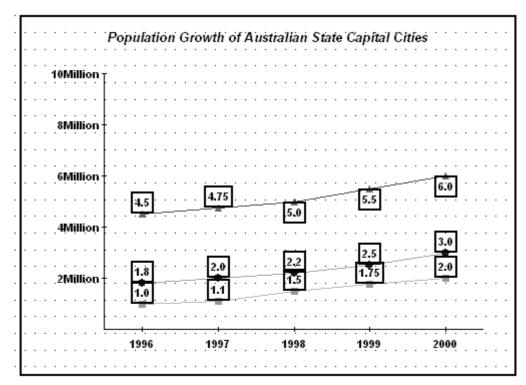


Figure 11 - 16: The Complex Plot Chart <u>without</u> the Auto Calculate Values checkbox selected

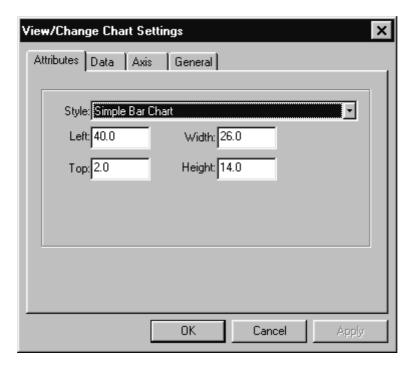
# Creating a Simple Bar Chart

Using the copy of the Simple Plot chart we shall create a Simple Bar chart. As can be seen from the dialogue illustrated below, the Settings tabs are the same for each simple chart, however there are some differences with the options available under each tab.

#### → To create a Simple Bar Chart:

#### **Setting the Chart Attributes**

- 1. Click on the View tool, then click on the copy of the Simple Plot chart.. The View/Change Chart Settings dialogue will be displayed.
- **2.** Select the required chart style from the drop-down menu (in this case a Simple Bar Chart).



**3.** Click on the Data tab. The data added for the Simple Bar chart will be displayed.

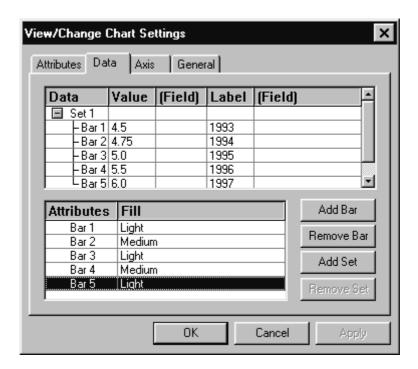
#### **Modifying the Data Attributes**

Although the data for the chart remains the same as in the Simple Plot Chart, the Set contains Bars rather than Points and Fill rather than Style for the Bar Attributes.

As previously noted when defining the settings for the Simple Plot chart, [Fields] are not applicable as this is a static chart being added in the Form Editor, however, the Fill Attributes for each bar need to be changed.

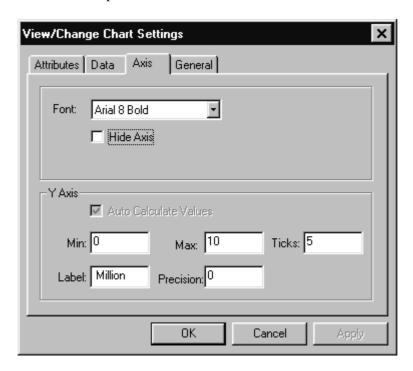
#### → To set the fill attributes:

- **1.** Double-click in the Fill box adjacent to Bar 1 to display the drop-down menu arrow.
- **2.** Click on the arrow to display the menu and choose the required fill from the menu (None, Light, Medium, Heavy or Solid).
- **3.** Repeat the process to add the fill attributes to each bar.



**4.** Next, click on the Axis tab.

**5.** The settings added to the simple plot chart will be displayed and can remain the same for the Simple Bar Chart.



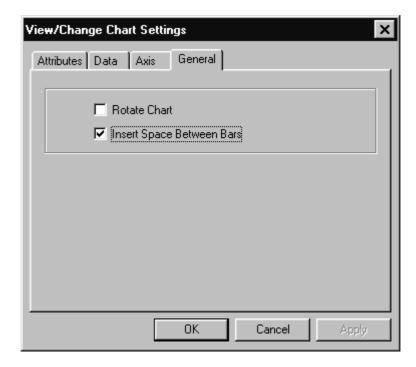
**6.** Click on the General tab.

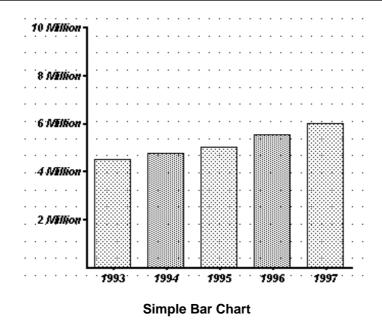
# **Setting the Bar Spacing for the Chart**

With a Simple Bar Chart, the General options available are to rotate the chart and to insert a space between the bars.

#### → To insert a space between the bars:

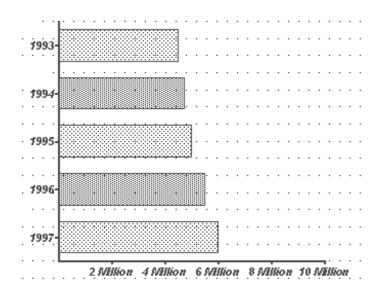
- 1. Select the Insert Space Between Bars checkbox
- **2.** Select the OK button to close the View/Change Settings dialogue. Your Simple Bar Chart will be displayed on the screen as illustrated on the following page.





# NOTE:

If the Rotate Chart checkbox is selected the chart will be rotated as illustrated below.

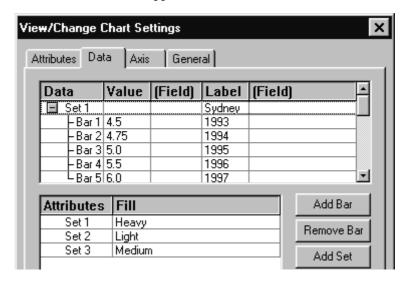


Simple Bar Chart Rotated

#### Adding second and third set to a Simple Bar chart

#### → To add sets to a Simple Bar chart:

- **1.** Make a copy of the Simple Bar chart, then select the View tool and click on the copied chart to display the View/Change Chart Settings dialogue.
- **2.** Choose the Data tab and the Add Set button. Add a Set label and new values to the data labels (use the same data as that used for the Complex Plot Chart).
- **3.** Repeat the process to add a third set, then select a contrasting fill for each set.
- **4.** Click on OK, the chart will appear as illustrated in .



#### ✓ TIP:

Another method would be to make a copy of the Complex Plot chart you have already created that contains the added Sets and Data.

Using the View tool to display the View/Change Chart settings dialogue, under the Attributes tab modify the style of the copied Complex Plot Chart to a Simple Bar Chart (once you have done this you will notice there are no Labels, Headings or Legend tabs displayed in the dialogue). Choose OK to display the chart on your form. See *Figure 11 - 3*.

#### NOTE:

A Bar Chart with more than one set draws each set as a bar in a cluster. The number of clusters is the number of points (Sets) in the data. Each cluster displays the  $n^{th}$  point (Bar) in each set.

For example, in the figure below, in each cluster, the  $1^{st}$  bar represents Set 1 (in this case Sydney) the  $2^{nd}$  bar Set 2 (Perth) and so on.

In the  $1^{st}$  cluster, the  $1^{st}$  bar (Set 1) represents the data value of the first point in Set 1 (i.e. Bar 1 = 4.5 million). The  $2^{nd}$  bar (Set 2) represents the data value of the first point in Set 2 (i.e. Bar 1 = 1.0 million).

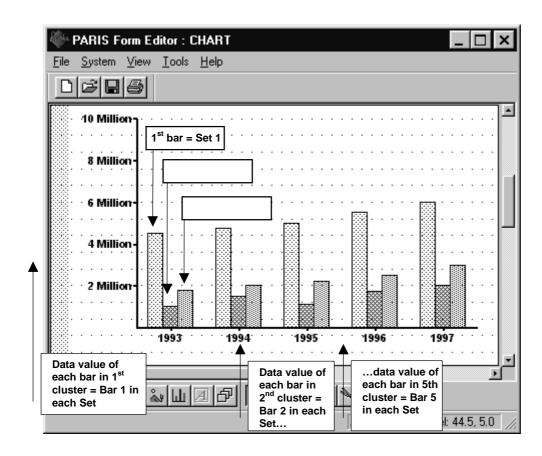


Figure 11 - 3: Simple Bar Chart with 5 Clusters

# **Creating a Complex Bar Chart**

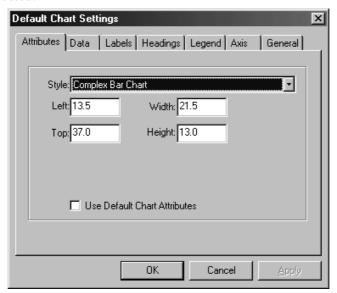
Using a copy of the Complex Plot chart we shall create a Complex Bar chart. As can be seen from the dialogue illustrated below, the Settings tabs are the same for each complex chart, however there are some differences with the options available under each tab.

#### → To begin with:

- **1.** Save the form by selecting Save Form from the File menu (or use the shortcut keys Ctrl+S).
- **2.** Make a copy of the Complex Plot chart.
- → To define the chart settings for a Complex Bar Chart:

#### **Setting the Chart Attributes**

1. Click on the View tool and click on the copy of the complex plot chart. The View/Change Chart Settings dialogue will be displayed with the Attributes tab selected.



- **2.** Choose Complex Bar Chart from the Style menu.
- 3. If you are printing to a color printer and wish to print the chart in color, check the Use Default Chart Attributes checkbox. When you add the chart it will be displayed in color. You can **not** change the default color settings. **This option only applies to complex and pie charts.**
- **4.** Next, select the Data tab.

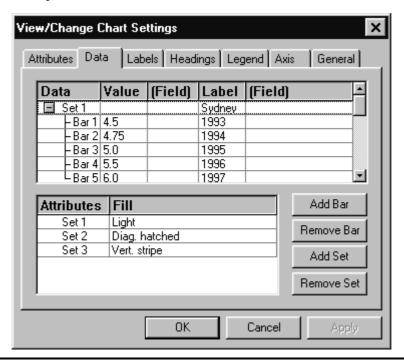
## **Modifying the Data Settings**

Although the data for the chart remains the same as in the Complex Plot Chart, the Set contains Bars rather than Points and Fill rather than Style for the Set Attributes.

As previously noted [Fields] are not applicable as this is a static chart being added to the Form Editor, however, the Fill Attributes for each Set need to be changed.

#### → To change the fill attributes for each Set:

- 1. Double-click on the Fill box adjacent to Set 1 to display the menu arrow.
- **2.** Click on the menu arrow to display the drop-down menu and choose the required fill.
- **3.** Repeat the process for each set, then choose the Labels tab.

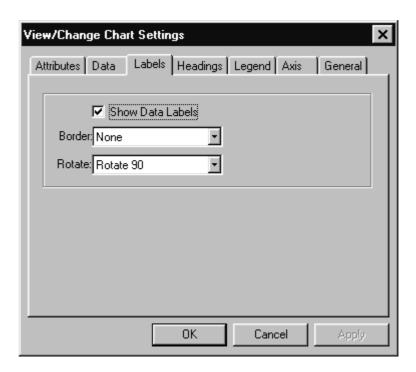


#### NOTE:

There are a variety of fill choices. If you are displaying data labels in the bars, it is recommended that you choose the lighter and finer type of fills.

### **Setting the Data Labels**

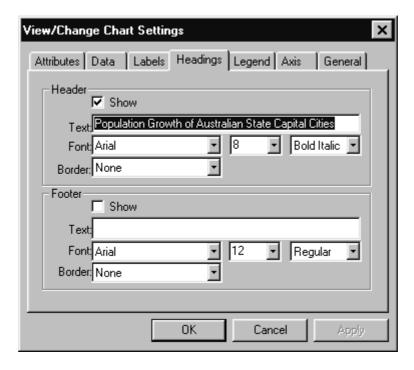
- 1. Select the Show Data Labels checkbox.
- **2.** Display the Rotate drop-down menu and choose the Rotate 90 option.



**3.** Choose the Headings tab.

# Viewing the Settings for the Chart Headings

The Header settings for the chart will be displayed as for the Complex Plot Chart. As we do not wish to modify the settings, click on the Legend tab to view the settings.

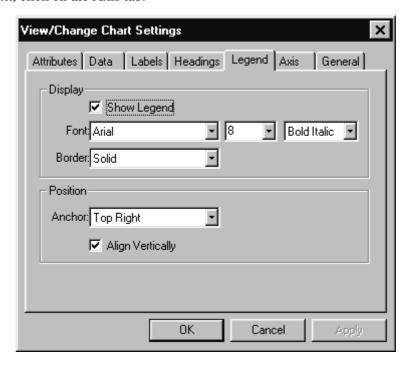


# Viewing the Settings for the Chart Legend

The Legend settings for the chart will be displayed as for the Complex Plot Chart. For the Complex Bar Chart, we will change the position of the Legend.

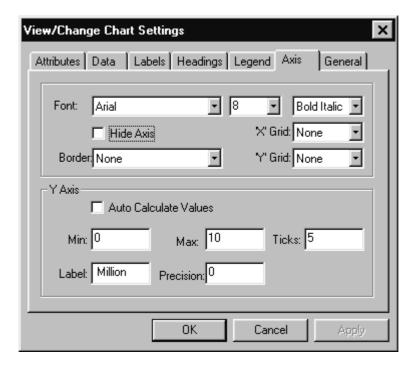
#### → To change the position of the legend:

- 1. Click on the Anchor drop-down menu and choose Top Right from the menu.
- 2. Next, click on the Axis tab.



# Viewing the Settings for each Chart Axis

The Axis settings for the chart will be displayed as for the Complex Plot Chart. As we do not wish to modify the settings, click on the General tab to view the settings.



#### **Adding the General Settings for a Complex Bar Chart**

As can be seen from the dialogue illustrated below, the options available under the General tab differ greatly between a Complex Points and Bar charts.

#### → To add 3D effects:

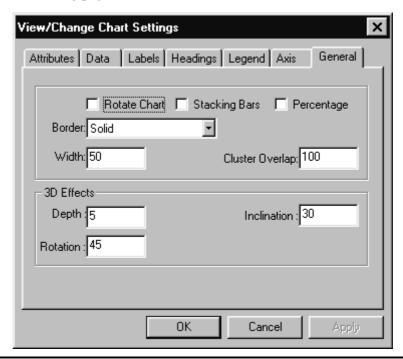
1. Set the Depth, Inclination and Rotation at 10, 30 and 45 respectively.

**Depth:** The Depth is the apparent depth as a percentage of the chart width.

**Inclination:** The Inclination is the eye's position above the X-axis, measured in degrees.

**Rotation:** The Rotation is the number of degrees the eye is positioned to the right of the Y-axis.

**2.** Choose OK. The changed Complex Bar chart will be displayed as illustrated on the following page.



#### 

The effects of using the Rotate Chart, Stacking Bars and Percentage checkboxes and the Width and Cluster Overlap are illustrated on the following pages.

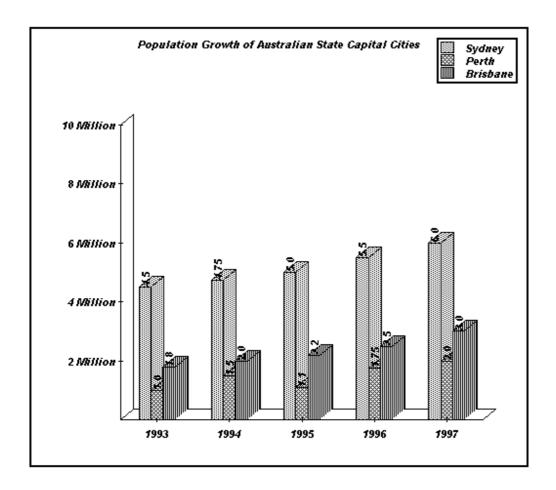


Figure 11 - 4: The Complex Bar Chart without the Auto Calculate Values checkbox selected

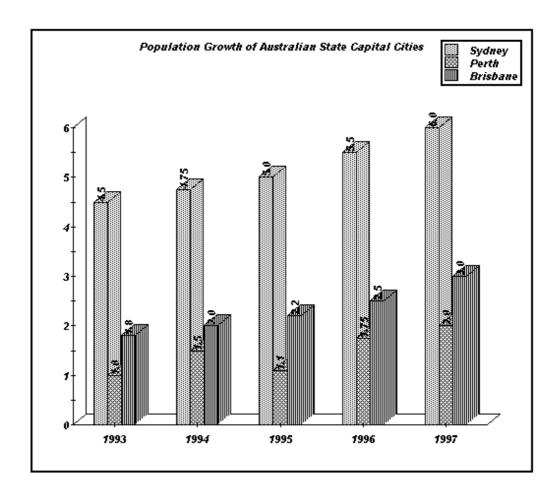


Figure 11 - 5: The Complex Bar Chart with the Auto Calculate Values checkbox selected

# **Rotating a Complex Bar Chart**

The Rotate Chart option under the View/Change Chart Settings General tab has been selected for the Complex Bar chart previously created. The chart has been rotated as illustrated below.

The chart's Legend has been moved from the Top Right to the Right and the settings for the Data Labels have been edited and are no longer rotated 90 degrees.

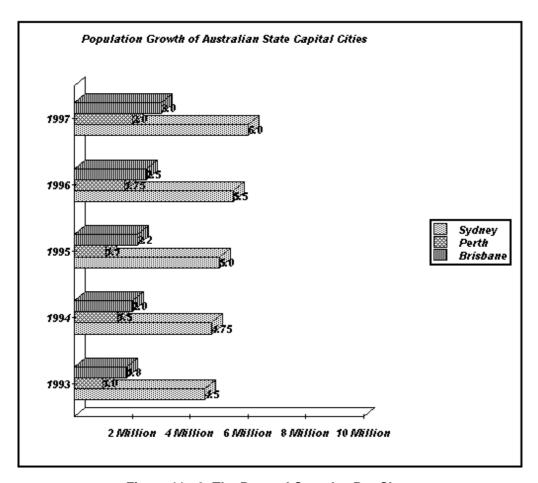
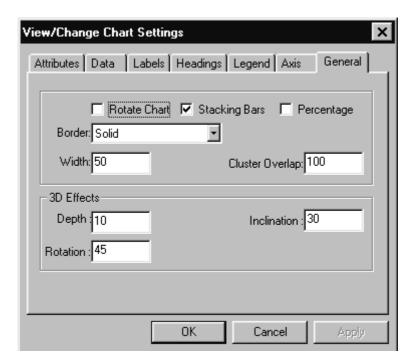


Figure 11 - 6: The Rotated Complex Bar Chart

# Creating a Stacked Bar Chart from the Complex Bar Chart

The Stacking Bars option can only be used if the chart has two sets or more.

If the Stacking Bars option is selected, the Auto Calculate Values option under the Axis tab must also be selected (as the total value of the stacked bars may not be within the selected Min. and Max. values).



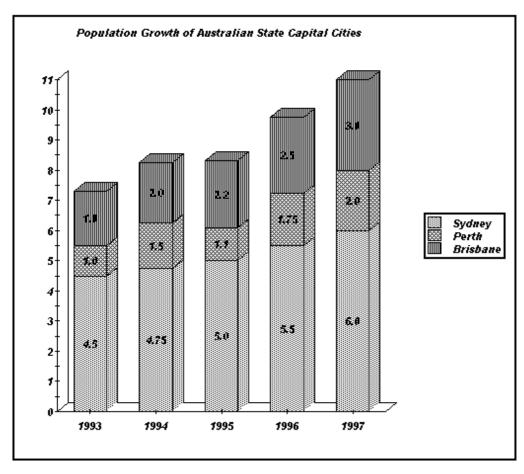


Figure 11 - 7: Stacked Bar Chart <u>with</u> Auto Calculate Values option selected.

The Data Labels are not rotated.

# Using the Percentage option with the Stacked Bar Chart

The Percentage option can only be used with Stacked Bar Charts. Select the Stacking Bars and Percentage checkboxes and the Auto Calculate Values option under the Axis tab.



The result is the stacked bar's total value on the Y-axis is represented as 100%.

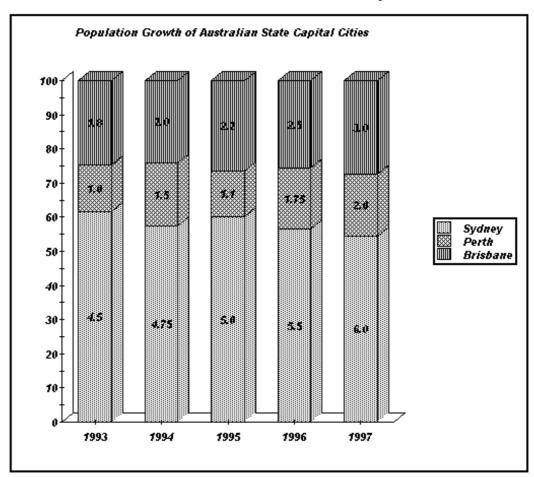


Figure 171 - 8: Stacked Bar Chart using 100% Y-axis

# Saving the form with the various types of charts created

To keep the current form with each type of chart created so far, save the form (CHART.FRM). You will then have a form to use as an example of the various types available. (*See Figure 11 - 9*.)

There are still a few more settings to explain how to use for Complex Bar Charts and we are yet to explain how to create a Pie chart. We can do this by making a copy of the CHART.FRM using another name.

#### → To do this:

- **1.** Choose Save Form As from the File menu to display the Select/Enter Save File Name dialogue.
- **2.** Enter the name CHART2.FRM in the File box then choose OK. The from will be saved to disk and the form name will appear in the header of the Form Editor window.

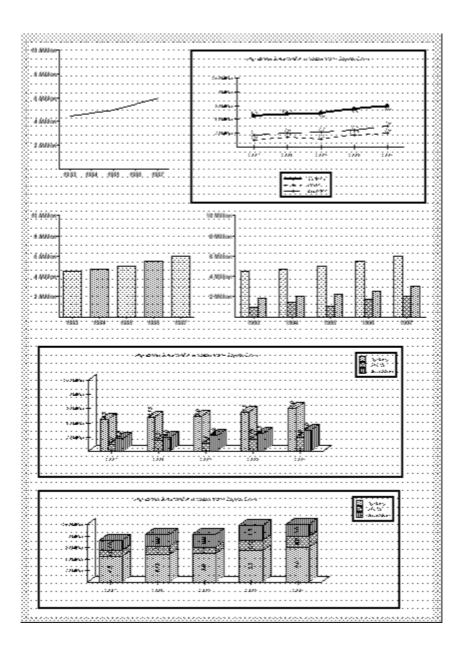


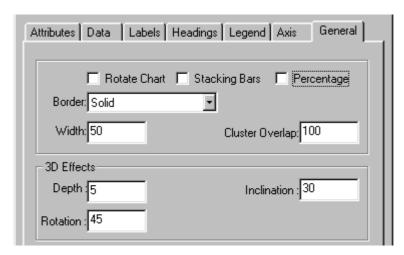
Figure 11 - 9: CHART.FRM displaying various styles of charts

# Using the Width and Cluster options in Complex and Stacked Bar Charts

Complex and Stacked Bar Charts have Width and Cluster Overlap options that control exactly how bars are spaced and displayed. Where there are multiple sets in a bar chart, each set is called a *cluster* (see **Note** under the previous section 'Adding second and third set to a Simple Bar chart'). The number of clusters determines the available cluster space on the X-axis.

In a Stacked Bar chart there is only one bar per cluster. All Y-values less than zero are stacked below the X-axis.

Using the Complex and Stacked Bar charts in CHART2.FRM we will create examples of the effect of the use of the Width and Cluster Overlap options.



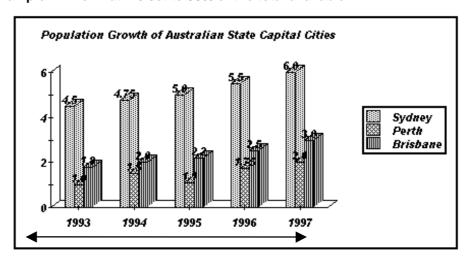
#### Width

The value entered in the Width box specifies how much of the available cluster space should be occupied by the total sets. By default, the Width is 50, which means the sets will occupy 50% of the available space on the X-axis.

In the examples that follow, there are 5 sets (or clusters), therefore the **maximum** cluster width for each is one fifth of the total available.

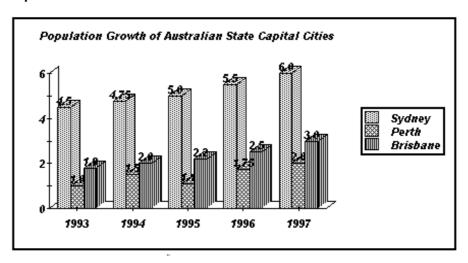
In each example, the 3D effect has been applied to the bars with the Depth =5, Inclination =30 and Rotation =45%.

Example 1: The Width is set to 50% of the total available.



Length of the X-axis is the total Width available.

Example 2: The Width is set to 70% of the total available.

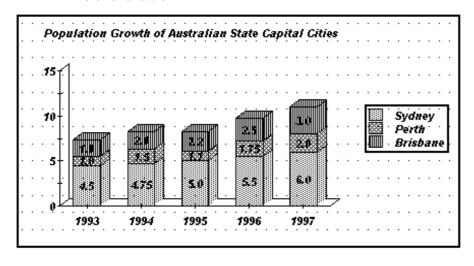


Length of the X-axis is the total Width available.

Maximum width for each cluster is one fifth of total available.

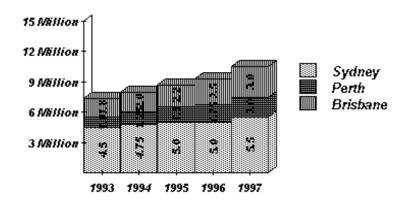
The 5 clusters are 70% of the total width.

Example 3: Stacked Bar chart with the Width set to 50% of the total available.



Example 4: Stacked Bar chart with the Width set to 100% of the total available and Auto Calculate Values <u>not</u> selected.

#### Population Growth of Australian State Capital Cities



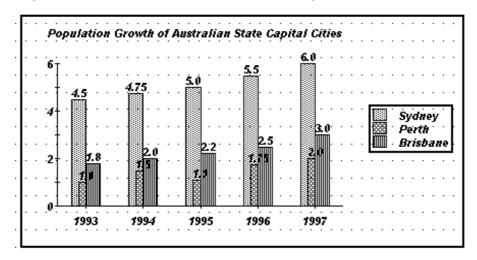
#### **Cluster Overlap**

The spacing between bars in the same cluster is controlled by the Cluster Overlap option. Cluster Overlap is specified as a percentage of the bar's width. This option has no effect on stacked bar charts as they have only one bar per cluster.

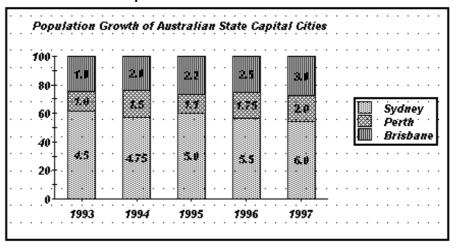
#### **ℳ** NOTE:

Cluster Overlap does not apply to 3 Dimensional Complex Bar Charts.

Example 1: 5 Clusters, Width = 50, Cluster Overlap = 50%



Example 2: Stacking Bar chart, 5 Clusters, Width=50, Cluster Overlap=0%



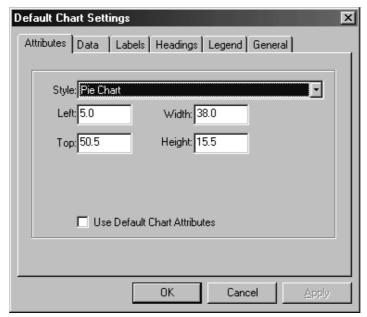
## CREATING A PIE CHART

In CHART2.FRM, using the Complex Bar chart, we shall create a Pie chart. Pie charts draw each set as a slice of the pie. The number of pies is the number of points in the data.

→ To define the chart settings for a Pie Chart:

### **Setting the Chart Attributes**

1. Make a copy of the complex bar chart, then click on the View tool and click on the copied chart. The View/Change Chart Settings dialogue will be displayed with the Attributes tab selected.



2. Choose Pie Chart from the Style menu.

As can be seen from the dialogue, the Settings tabs are the similar to those for complex charts, with the exception of the Axis tab. There are also some differences with the options available under each tab.

- **3.** If you are printing to a color printer and wish to print the chart in color, check the Use Default Chart Attributes checkbox. When you add the chart it will be displayed in color. You can **not** change the default color settings.
- **4.** Next, select the Data tab.

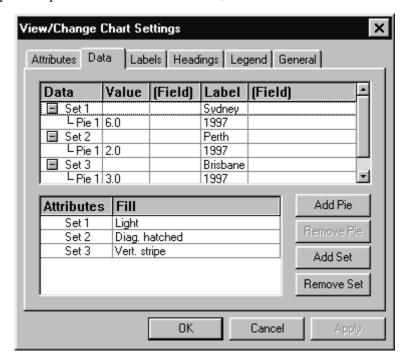
# **Modifying the Data Settings**

To illustrate a single pie chart, we are going to modify the data. We shall keep the same three sets, but retain only one data value for each set. This will display a single pie. If a set has a number of points (data values, Pie 1, Pie 2 etc.) then a pie is displayed for the number of points in the data.

As previously noted [Fields] are not applicable as this is a static chart being added to the Form Editor

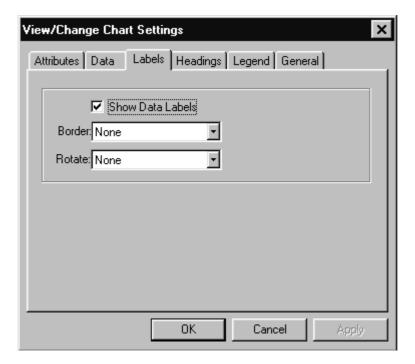
#### → To change the data and fill attributes for each Set:

- 1. Click on the Remove Pie button until only Pie 1 remains in each set. The set labels can remain as they are.
- **2.** Edit the Value and Label for Pie 1 in each set as indicated below.
- **3.** Double-click on the Fill box adjacent to Set 1 to display the menu arrow.
- **4.** Click on the menu arrow to display the drop-down menu and choose the fill as indicated below.
- **5.** Repeat the process for each Sets 2 and 3, then choose the Labels tab.



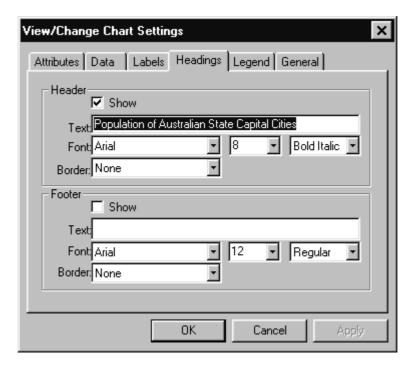
# Viewing the Labels Settings

Ensure the Show Data Labels checkbox is selected, then choose the Headings tab.



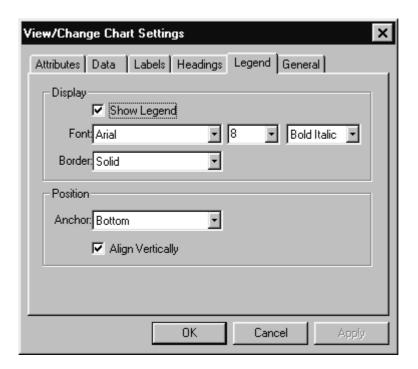
# Viewing the Headings Settings

- **1.** Ensure the Show checkbox is selected under the Header settings, then edit the header text to display Population of Australian State Capital Cities.
- **2.** Change the font if required.
- **3.** Choose the Legend tab.



# Viewing the Legend Settings

- 1. Choose the Show Legend checkbox.
- 2. Select a font, size and style for the legend.
- **3.** Choose a Solid border.
- **4.** Choose the Anchor Position for the legend and select the Align Vertically checkbox.
- **5.** Next, choose the General tab.



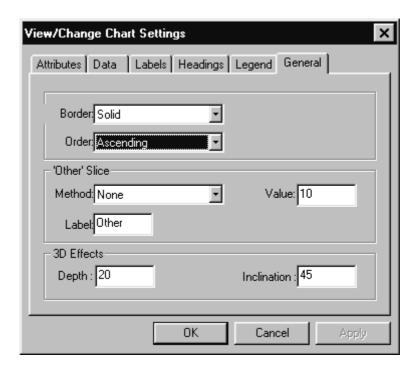
# Viewing the General Settings

1. Select Solid from the Border menu to place a border around the chart.

#### 2. Order:

The choice of order in the pie chart is Data Order, Ascending or Descending order. Whatever the choice the pie slices are presented clockwise.

- **3.** Enter 20 for the Depth and 45 for the Inclination. (The maximum inclination setting is 45).
- **4.** Choose OK. Your pie chart will be displayed on the form. See Figure 11 10.



### NOTE:

'Other' Slice is explained in the following section.

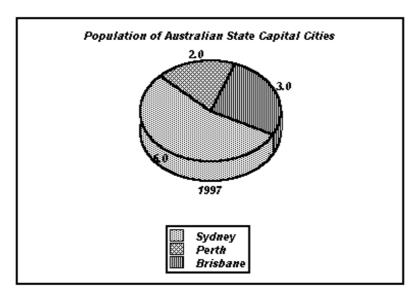
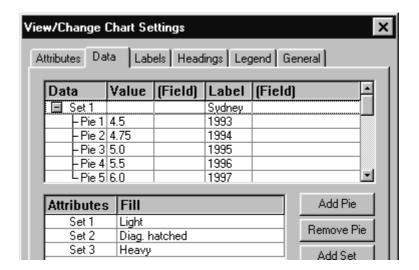


Figure 11 - 10: Pie Chart with one point in each set

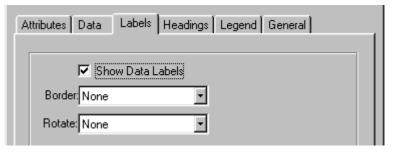
# Pie Charts containing sets with multiple points

If the sets in a pie chart contain more that one point (Pie 1, Pie 2 etc.), a pie chart will be drawn comparing each point across all sets.

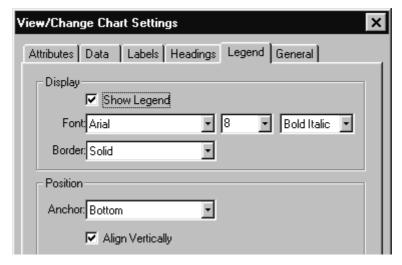
- 1. Make a copy of the complex bar chart, then click on the View tool and click on the copied chart. The View/Change Chart Settings dialogue will be displayed with the Attributes tab selected.
- **2.** Choose Pie Chart from the Style menu, then choose the Data tab. The Data will be displayed as Set1, Pie 1, Pie 2..., Set 2, Pie 1, Pie 2... etc.
- **3.** Change the Fill Attributes for each set as indicated below, then choose the Labels tab.



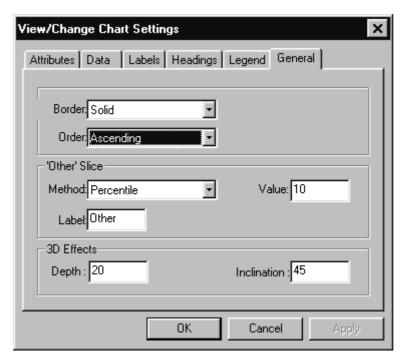
**4.** Choose 'None' from the Rotate menu, then choose the Legend tab. (You can view the Headings settings if you choose, but they should not need to be changed.)



**5.** Under the Legend tab, choose 'Bottom' for the Anchor Position, then choose the General tab.



**6.** Set the Order to Ascending, Depth to 20 and Inclination to 45.



**7.** Choose the OK button. Your pie charts will appear on the form. *See Figure 11 - 11.* 

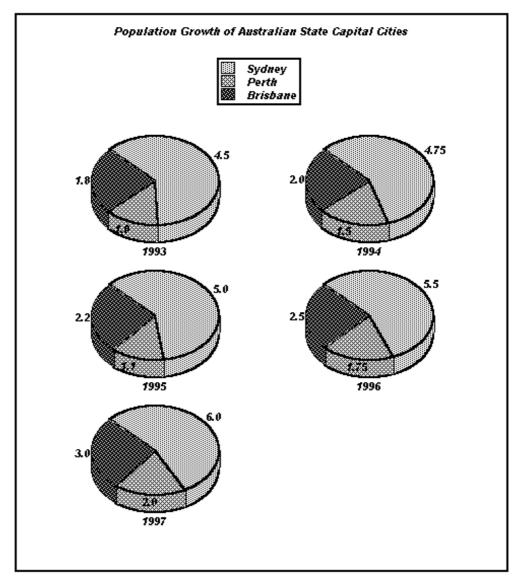
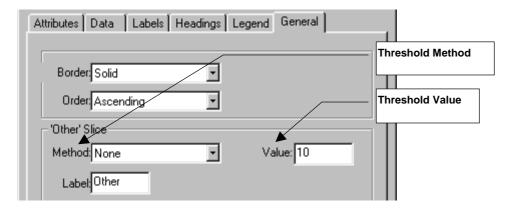


Figure 11 - 11: Pie Charts representing the number of points in the data (3 sets, 5 points)

# Using the 'Other' Slice option

The 'Other' Slice option provides Method and Value thresholds to determine which values will be displayed within their own slice, and which will contribute to the *other* slice. See *Figure 11 - 12: Using the Other Slice Function*.



#### Method

The Method options are None, Cut Off or Percentile.



If *None* is chosen, the Other Slice option does not apply.

If *Cut Off* is chosen, all data values which have a percentage of the total less than the set *threshold Value* are grouped into the *other* slice.

If *Percentile* is chosen, as many as the smallest data values as necessary are grouped into the *other* slice so that the *other* slice is less than or equal to the *threshold Value* percent of the total.

#### Value

The Value defines a floating point value between 0.0 and 100.0. The default setting is 10.If the Value is set to 0.0, this disables the creation of the *other* slice.

#### Label

By default the *other* slice is labeled 'Other'. A more appropriate label can be applied if required.

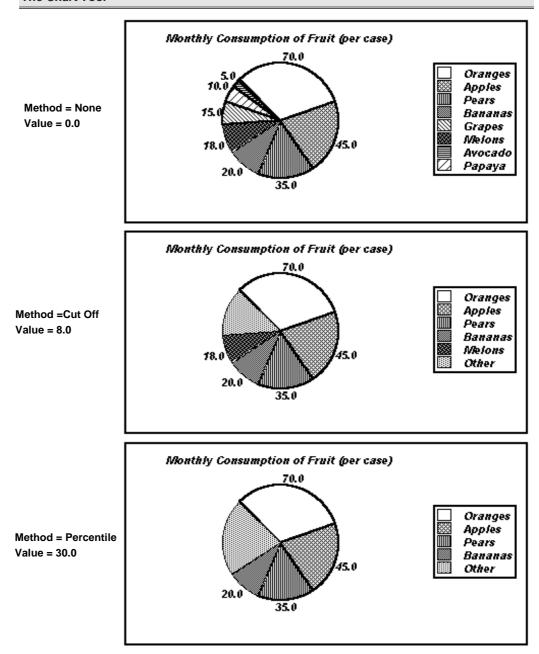


Figure 11 - 12: Using the Other Slice Function

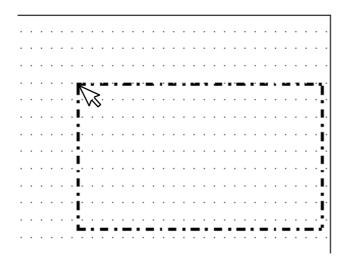
# **Editing a chart**

The size of a chart that has been added can increased or decreased.

#### → To edit a chart:



- 1. Click on the Edit tool, then move the pointer over the chart to be edited. The targeted chart will be highlighted in RED.
- **2.** Click on a corner of the chart. A dotted outline of the chart will be displayed with the pointer attached to the corner.
- **3.** Move the pointer outward (to expand) or inward (to decrease) the size of the chart and click when the desired size is reached. The resized chart will be displayed on your screen.

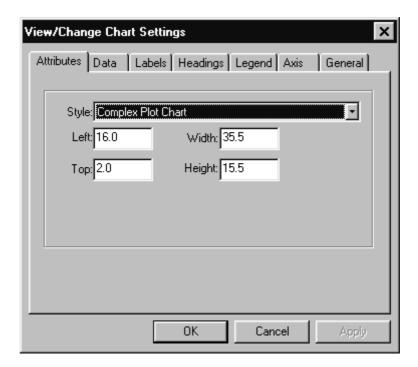


# **Changing a Chart's Settings**

# → To change the settings for a chart:



- **1.** Click on the View tool, then move the pointer over the chart to be edited. The targeted chart will be highlighted in RED.
- **2.** Click on the targeted chart. The View/Change Chart Settings dialogue will be displayed.
- **3.** Change the chart settings as required.
- 4. Once finished, choose OK.



# MANIPULATING STATIC FORM ELEMENTS

Once static form elements have been created, they can be moved, copied and deleted.

#### MOVING STATIC FORM ELEMENTS

Form elements can be moved around the page in the Form Editor using the Move tool.

## → To move an element:



- 1. Choose the Move tool from the Tool Bar (or use the shortcut keys Ctl+M).
- **2.** Move the pointer over the element to be moved. The targeted element will be highlighted in **RED**.
- **3.** Click on the element. A dotted outline of the element will be displayed with the pointer attached to a corner.
- **4.** Move the pointer to move the element to its new location. Click to place the element.

#### **COPYING STATIC FORM ELEMENTS**

You can copy an element just once or you can specify the number of copies you require.

# → To copy of an element:



1. Click once on the Copy tool, then click on the Settings button to display the Copy Settings dialogue. The Copy Count will display the current setting for the number of copies required.



- 2. Type in the number of copies required in the Copy Count box then choose OK.
- **3.** With the Copy tool still selected, click on the element to be copied. A dotted outline (or outlines) of the copied element will appear.
- **4.** Move the pointer to position the copies (the copies will move with the pointer) and click to place them in position.
- **5.** To move the copied elements again, use the Move tool.

# NOTE:

You can copy an element without displaying the Copy Settings dialogue by selecting the Copy tool then the element. However, the number of copies made will be according to the Copy Count defined. The default setting for the Copy Count is 1 (one).

# **DELETING STATIC FORM ELEMENTS**

→ To delete an element:



- **1.** Choose the Delete tool.
- 2. Highlight the element you wish to delete and click on it.



If you accidentally delete a form element, undo the deletion by pressing the Esc (Escape) key.

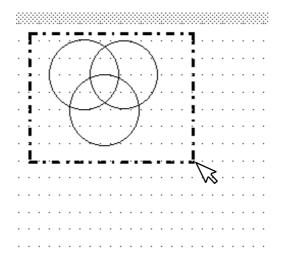
# USING GROUPS

The Group tool allows you to join a collection of static form elements of any type into a group and then copy, move or delete them in one operation.

## CREATING A GROUP OF STATIC ELEMENTS



- **1.** Click on the Group tool. (This will also activate the Group button **G** ).
- 2. Place the pointer at one corner of the elements to be grouped and click.
- **3.** Move the pointer to the opposite corner of the group. A heavy dotted line will be displayed outlining the area surrounding the elements. The elements within the area will remain visible.
- **4.** Click to create the group. The elements within the group will be highlighted in RED.



# Moving, copying and deleting a group

Moving, copying and deleting a group is identical to moving, copying and deleting other elements in the form. Refer to *Moving static form elements*, *Copying static form elements* and *Deleting static form elements* for more information.

However, elements can be removed from a group without having to delete the whole group. *Removing elements* is explained on the following page.

# VIEWING AND CHANGING THE ELEMENTS WITHIN A GROUP

Elements can be removed from a group, added to a group, or element settings can be edited within the group. This is achieved via the View/Change Group Elements dialogue.

# Removing an element from a group

Elements can be removed from a group by using the Edit tool or by using the Remove button in the View/Change Group Elements dialogue. Removed elements remain on view in the Form Editor and are displayed in BLACK, elements within the group are displayed in RED.

#### → To remove an element from a group using the Edit tool:

- **1.** Select the Edit tool, then move the pointer over the element to be removed from the group. The group will be highlighted in RED.
- **2.** Click on the element. The selected element will appear in BLACK, signifying its removal from the group.
- → To remove an element from a group using the Remove button:

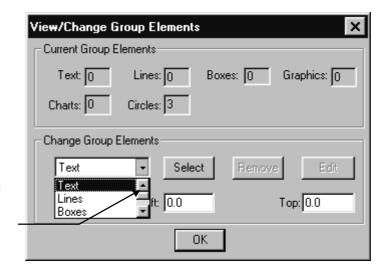






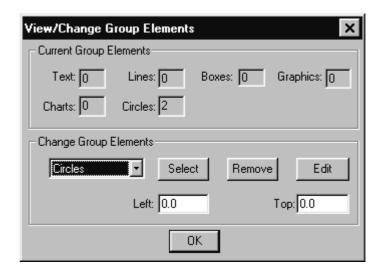
- 1. Select the Group tool to activate the Group button.
- **2.** Select the View tool, then click on the group to display the View/Change Group Elements dialogue.

The type and number of elements that are current in the group will be displayed in the top section of the dialogue.



2. The dropdown menu will display the element types

**2.** Click on the arrow to display the drop-down menu and choose the type of element to be changed. Depending on the element being changed, the Remove and Edit buttons will be activated.



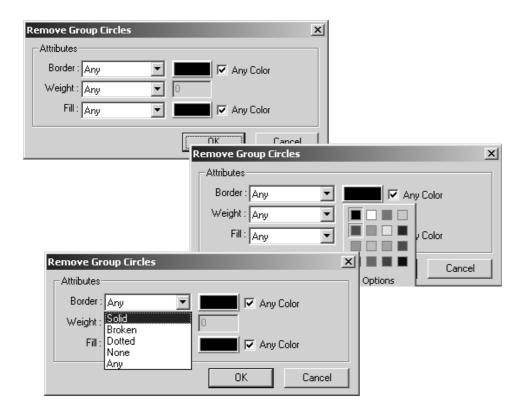
**3.** Click on the Remove button to display the Remove Group dialogue for the element.

**4.** You can remove all of the elements of the selected type from the group, by accepting the 'Any' default settings, or you can specify a particular element by selecting its attributes from the drop-down menus. For example, to remove only circles with a dotted border and a medium fill,

select those attributes from the relevant menus.

## **ℳ** NOTE:

If the elements of the selected type all have the same attributes, you cannot remove them individually. In this instance, use the Edit tool as described previously.



- **5.** Once the attributes are selected, choose OK. The number of elements displayed in the View/Change Group Settings dialogue will reflect the changes you have made.
- **6.** To remove other types of elements, repeat steps 2 to 5, then choose OK in the View/Change Group Settings dialogue to return to the Form Editor.

# Editing an element within a group

Text, lines and boxes that are part of a group can be edited by changing their attributes. All elements in the group of the selected element type will be changed.

#### MOTE

Charts or graphics within a group cannot be edited.

If you need help on changing colors, to your Paris Help or *Chapter 22, The Color Palette function* in the *Paris Designer Reference Manual.*)

#### → To edit an element within a group:

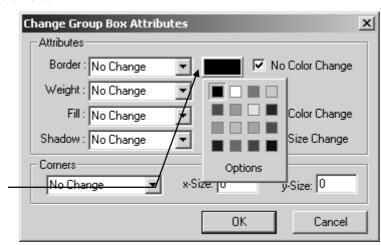


- 1. Select the Group tool to activate the Group button.
- **2.** Select the View tool, then click on the group to display the View/Change Group Elements dialogue.

The type and number of elements that are current in the group will be displayed in the top section of the dialogue.

- **3.** Click on the arrow to display the drop-down menu and choose the type of element to be edited. Depending on the element being edited, the Remove and Edit buttons will be activated.
- **4.** Choose the Edit button to display the Change Group Attributes dialogue for the element.

The color displayed is the cuurent color for the element. Selecting the color displays the Color Palette to change the border or fill color.



**5.** Select the relevant button, option or drop-down menu to change the attributes for the selected element type. The changes made will apply to all elements of the type within the group.

For example, if a 'Dotted' border is selected in the Change Group Box Attributes dialogue, the borders of all boxes within the group will be changed to dotted.

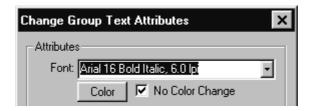
- **6.** Once the attributes changes are selected, choose OK. (The changes you have made will not be evident until you exit the View/Change Group Settings dialogue).
- **7.** To change the attributes of other types of elements, repeat steps 2 to 5, then choose OK in the View/Change Group Settings dialogue to return to the Form Editor.

# NOTE:

If a Text element is being edited, the Change Group Text Attributes dialogue will be displayed.



Clicking on the Font drop-down menu will display the current font list for selection of a font.



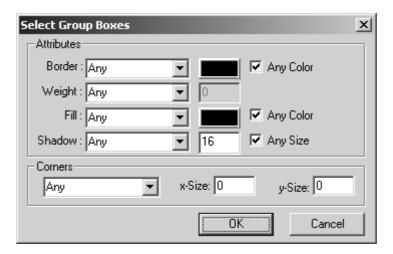
De-selecting the No Color Change checkbox, then selecting the Color button will display the Color Palette for selection of a color. Changes made will apply to all text in the group.

# Adding an element to a group

Elements can be added to a form then added to an existing group. Elements of the same type can be added individually or altogether.

#### → To add an element to a group:

- **1.** Select the Group tool to activate the Group button.
- **2.** Select the View tool, then click on the group to display the View/Change Group Elements dialogue.
- **3.** Display the drop-down menu of element types and choose type of element you want to add to the group. If elements of the type selected exist on the form outside the group, the Select button will be activated.
- **4.** Click on the Select button. The Select Group dialogue for the element will be displayed.



#### 5. Either:

Choose OK to add all outside elements of the type selected to the group

#### Or:

Specify the elements to be included by using drop-down menus to nominate their attributes, then choose OK.

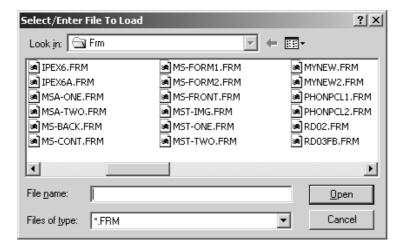
# MERGING FORMS

The Merge Form option allows you to import an existing form which is then merged with the current form. All elements can then be edited or moved and saved as part of the current form.

For example, you could use this option to merge two forms with design features that you want to use, and create a new form without having to add all the elements individually.

#### → To merge a form with the current form:

**1.** Select Merge Form from the Form Editor File menu. The Select/Enter File To Load (\*.FRM) dialogue will be displayed.



- **2.** From the list, select the form to be merged with the current form.
- **3.** Choose Open. The selected form will be displayed, merged with the elements of the current form.
- **4.** Edit the elements as required, then save the form when finished.

# **OVERLAYING A FORM**

The Overlay Form option imports an existing form which acts as a template for a new form. The overlaid form does not become part of the new form and its elements cannot be edited. It is displayed in green for use as a template.

#### → To overlay a form to act as a template:

- **1.** Select Overlay Form from the File menu. The Select/Enter File To Load (\*.FRM) dialogue will be displayed.
- 2. Select the form to be overlaid from the Select File to Load dialogue.
- **3.** Choose OK. The selected form will be displayed on your screen in GREEN.
- **4.** Use the form elements as a template to create your new form. When finished, remove the overlaid form as described on the following page and save the form you have created.

# Removing an overlaid form

#### → To remove a overlaid form:

- **1.** Select the Overlay Form option from the File menu. The Select/Enter File To Load dialogue will be displayed.
- **2.** Select the form previously overlaid.
- **3.** Click on the Cancel button to remove the overlay.

# **APPENDIX A**

# USING THE KEYBOARD IN THE PARIS ENVIRONMENT EDITOR

# USING THE KEYBOARD IN THE PARIS ENVIRONMENT EDITOR

# CURSOR MOVEMENT COMMANDS

If the flashing cursor is displayed when adding text or within a text block in the Environment Editor, these commands are always available for use.

Key	Result
Left arrow	Forward one character
Right arrow	Back one character
Up arrow	Up one line
Down arrow	Down one line
Home key	Start of line
End key	End of line
Page up	Start of text
Page down	End of text
Ctrl+A	Move back one word

# **E**DIT MODE KEYS

The following commands can be used when you are **editing text blocks**.

Key	Result
Ctrl+M	Enter Mark mode
Ctrl+Q	Quit Mark mode
Ctrl+E	Edit the event at the current cursor position (beeps if none)
Ctrl+N	Move cursor to next event in text block
Ctrl+I	Insert Field
Ctrl+U	Fill Field
Del	Delete event at cursor position (beeps if none).

## **EDITING ADDED TEXT**

The Paris Designer keyboard commands allow you to 'mark' a section of **added text** in an **environment** and Copy/Cut and Paste the marked text.

# Marking text that has been added to the environment

#### → To mark an area of text:

- **1.** Select the Edit tool and position the cursor at the beginning of the text to be marked.
- **2.** Press **Ctrl+M** and move the cursor to the end of the desired text (the marked text will be displayed in RED).
- **3.** Press the required keys for the action to be taken (see table below).

#### The available keyboard commands are:

Key	Result
Ctrl+M	Start 'Mark' operation from current cursor position
Ctrl+Y	Cut current marked area from text block. This cut text can then be pasted at the selected cursor position.
Ctrl+C	Copy marked area to 'Mark' buffer. The copied text can then be pasted to a new location at the selected cursor position.
Ctrl+P	Paste contents of the 'Mark' buffer to current cursor position.
Ctrl+Q	Cancel current 'Mark' operation, return to normal text editing

# CHANGING TEXT ATTRIBUTES: CTRL+F

The attributes (color and font) of static text that has been added to an environment can be changed.

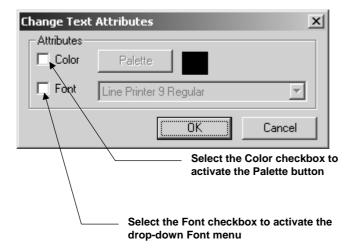
## **M** NOTE:

If you want to change the font, you may have to add the new font to the Font List beforehand. Refer to Chapter 11, *Adding a font to the Font List*, if necessary.

## → To change the text attributes:

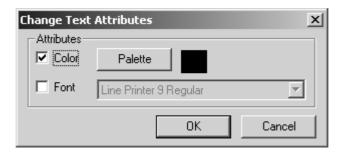


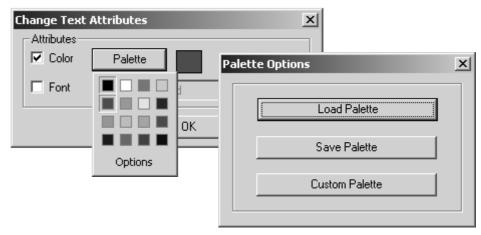
- 1. Click on the Edit tool and position the cursor at the beginning of the added text you want to change.
- 2. Press Ctrl+F. The Change Text Attributes dialogue will be displayed.



#### → To change the color of the text:

1. Select the Color checkbox. The Palette button will be activated.





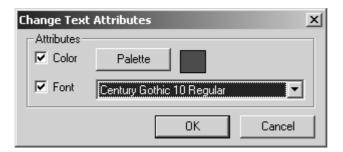
- 2. Select the Palette button. The Color Palette will be displayed.
- **3.** Choose the color required from the Color Palette, then choose OK, or choose the Options to display. If necessary, refer to *Chapter 22*, *'The Color Palette Function'*, in the *Paris Designer Reference Manual*.)

# NOTE:

To view the color change, select Preview from the System menu (or press **Alt+V**). Repeat the process to exit Preview mode.

#### → To change the font:

**1.** Select the Font checkbox. The arrow to display the drop-down list of fonts will be activated.



- 2. Select the arrow to display the list and choose the required font from the list.
- **3.** Choose OK. The font in the selected text will be changed.

# Changing attributes while adding text

You can add text to an environment and change the font and color while you are adding the text by pressing Ctrl+F at the required cursor position. For example:

After selecting the Add Text tool, this text has been added then the font has been changed by pressing Ctrl+F at the word 'added'.

- **4.** Ctrl+F displays the Change Text Attributes dialogue.
- **5.** The Font checkbox is selected, then the font Times New Roman.
- **6.** After choosing OK, the cursor is still at the same position and when more text is added, the font has changed.

The same process can be used to change the font color while adding text.

# SEARCHING AND REPLACING TEXT IN ENVIRONMENTS

You can search for and replace added text in an environment

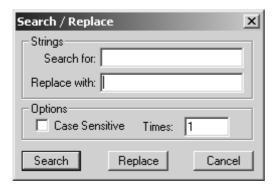
# NOTE:

This search and replace is only operative on the selected text in the current environment.

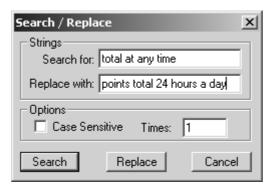
## → To search for and replace text:



- 1. Click on the Edit tool and click on the text you want the search and/or replace to be performed on.
- 2. Press Ctrl+R. The Search/Replace dialogue will be displayed.



- **3.** Type in the 'Search for' text string and/or the 'Replace with' text string.
- **4.** If applicable, select the Case Sensitive checkbox and enter the number of Times required.
- **5.** Click on the Search and Replace buttons as required.

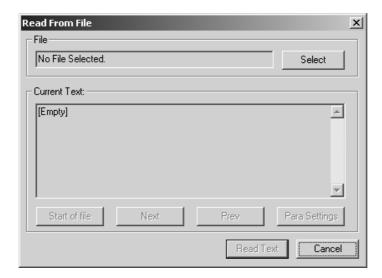


## IMPORTING TEXT

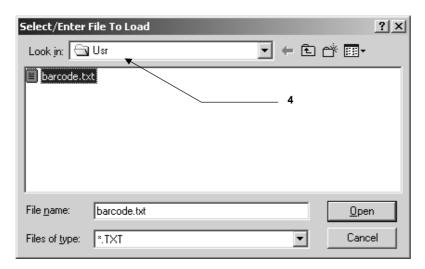
You can import text from an ASCII text file when you add or edit text. The text file must have a .TXT file extension and be located in the \PARIS\USR directory.

# → To import text into an environment:

1. Select the Text tool and position the cursor at the point where you wish to start importing text. Press **Ctrl+T** to display the Read From File dialogue.



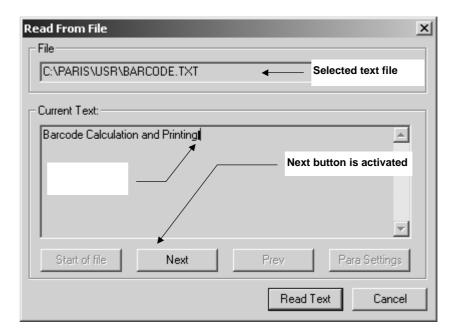
**2.** Click on the Select button. The Select/Enter File To Load (.TXT) dialogue will be displayed.



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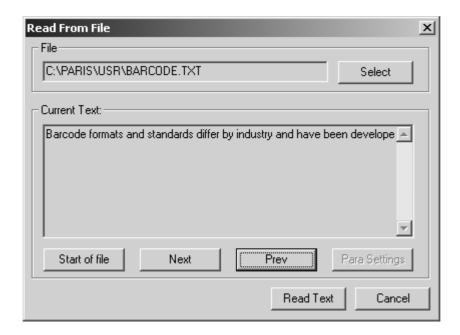
**3.** Select the required text file from the list and choose OK. You will be returned to the Read From File dialogue with the selected file indicated in the File field.

The first line of text in the file will be displayed in the Current Text field. The Next button will be enabled.



Selecting the Next button will display the next line of text in the file and enable the Start of File and Prev buttons.

**4.** Select the Next button until the required line of text is displayed. (Selecting the Prev button will return you to the previous line, selecting the Start of File button will return you to the first line in the file.)



**5.** Click on the Read Text button. The line of text in the Current Text field will be copied into the selected static form text at the cursor.

#### 6. Either:

Press **Ctrl+W** to bring in each subsequent line of text.

#### Or:

Press **Ctrl+T** to again display the Read From File dialogue. The Current Text field will display the next line of text in the file after the one just copied.

- **7.** Select the Next button until the next line of text required is displayed then select the Read Text button.
- **8.** Repeat steps 7 and 8 as required.

# USING THE KEYBOARD TO ADD OR EDIT A DATA CHANGE EVENT

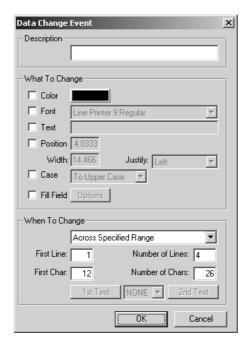
In the Environment Editor, the keyboard can be used to add and edit data change events

Key	Result
Ctrl+F	Displays the Data Change event dialogue to add an event or edit an existing event
Ctrl+M	Enter Mark mode

## → To add a Data Change event:



- 1. Click on the Edit tool and move the pointer over the required **text block** and click to place the cursor.
- 2. Click again to position the cursor at the start of the range you wish to change (or use the arrow keys) and press Ctrl+M. This places you in Mark mode, ready to mark out sections of text for insertion of events.
- **3.** Move the cursor using the arrow keys (see previous page), to the end of the desired range, and press **Ctrl+F**. The Data Change event dialogue will be displayed for the addition of an event. Refer to Chapter 7, *Using Events*, for more information.



#### → To edit a previously added Data Change event:

- 1. Click on the Edit tool and move the pointer over the required text block and click to place the cursor.
- **2.** Press **Ctl+N** to move the cursor to the first event within the text block. The presence of the event will be indicated in the Status Bar as 'Data Chg'.
- **3.** Press **Ctl+E**. The Data Change event dialogue will be displayed for the event. Edit the event as required, then click on OK. (Refer to Chapter 7, *Using Events*, for more information.)
- **4.** Repeat step 2 to move the cursor to the next event in the text block.

# **NOTE**

If you press the delete key (**Del**) when the event is indicated in the status bar, the event will be deleted from the text block.

# USING THE FONT VIEW DIALOGUE TO ADD A NON-KEYBOARD CHARACTER TO ADDED TEXT

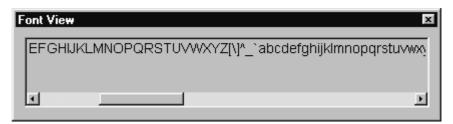
The Font View dialogue is a useful for adding non-keyboard characters from a font's character set.

If you are adding or editing text, you can use the Ctrl+V keys to display the Font View dialogue and add a character to text.

To use the Font View dialogue, you must be in Add Text or Edit Text mode (that is with the Text or Edit tool selected and the cursor placed on the form).

#### → To select a character:

- 1. Position the cursor at the point where you wish to add the character(s).
- **2.** Press Ctrl+V. The Font View dialogue will be displayed.



- **3.** Use the scroll bar to scroll through the character set until the required character is in view.
- **4.** Double-click on the character to add it at the current cursor position.
- **5.** Repeat the process to add further characters.

# APPENDIX B

USING THE KEYBOARD IN THE PARIS FORM EDITOR

# USING THE KEYBOARD IN THE PARIS FORM EDITOR

The Keyboard Commands in the table below can be used to edit the text in your form while you are adding or editing text.

Key	Result
Left arrow	Forward one character
Right arrow	Back one character
Up arrow	Up one line
Down arrow	Down one line
Home	Start of line
End	End of line
PgUp	Start of text
PgDn	End of text
Backspace	Delete character to the left of cursor
Delete	Delete character to the right of cursor
Insert	Toggle between Insert and Overwrite text.
Enter	Add a line end
Ctrl+A	Move back one word
Ctrl+F	Displays the Change Text Attribute dialogue.
Ctrl+J	Delete from start of line to current cursor position
Ctrl+K	Delete from current cursor position to end of line
Ctrl+M	Enter 'Mark' mode. Refer to Text 'Mark' mode.
Ctrl+R	Displays the Search/Replace dialogue.
Ctrl+T	Reads text from an ASCII text file to the current cursor position.
Ctrl+V	Displays the Font View dialogue. (Refer to Selecting a Character from a Font Character set.)
Ctrl+W	Reads the next line from the current text file to the cursor position (see Ctrl+T)
Ctrl+Y	Delete current line.

# CHANGING TEXT ATTRIBUTES: CTRL+F

The attributes (color and font) of added text can be changed.

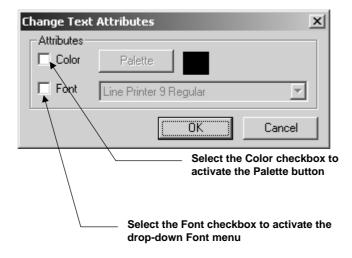
# NOTE:

If you want to change the font, you may have to add the new font to the Font List beforehand. Refer to Chapter 11, *Adding a font to the Font List*, if necessary.

## → To change the text attributes:

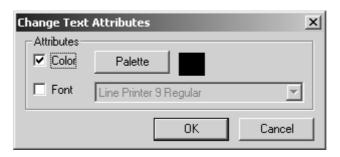


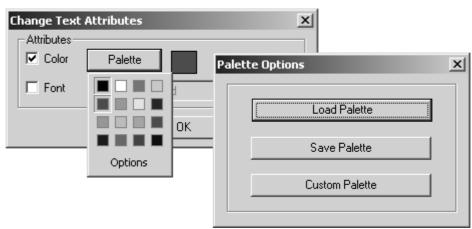
- 3. Click on the Edit tool and position the cursor at the beginning of the text you want to change.
- **4.** Press **Ctrl+F**. The Change Text Attributes dialogue will be displayed.



#### → To change the color of the text:

**4.** Select the Color checkbox. The Palette button will be activated.





- **5.** Select the Palette button. The Color Palette will be displayed.
- **6.** Choose the color required from the Color Palette, then choose OK, or choose the Options to display. If necessary, refer to *Chapter 22*, *'The Color Palette Function'*, in the *Paris Designer Reference Manual*.)

## **M** NOTE:

To view the color change, select Preview from the System menu (or press **Alt+V**). Repeat the process to exit Preview mode.

#### → To change the font:

**4.** Select the Font checkbox. The arrow to display the drop-down list of fonts will be activated.



- **5.** Select the arrow to display the list and choose the required font from the list.
- **6.** Choose OK. The font in the selected text will be changed.

# Changing attributes while adding text

You can add text to an environment and change the font and color while you are adding the text by pressing Ctrl+F at the required cursor position. For example:

After selecting the Add Text tool, this text has been added then the font has been changed by pressing Ctrl+F at the word 'added'.

- 1. Ctrl+F displays the Change Text Attributes dialogue.
- **2.** The Font checkbox is selected, then the font Times New Roman.
- **3.** After choosing OK, the cursor is still at the same position and when more text is added, the font has changed.

The same process can be used to change the font color while adding text.

## **EDITING ADDED TEXT**

The Paris Designer keyboard commands allow you to 'mark' a section of text in a form and Copy/Cut and Paste the marked text.

# Marking text that has been added to a form

#### → To mark an area of text:

- 1. Position the cursor at the beginning of the text to be marked,
- 2. Press Ctrl+M.
- **3.** Move the cursor to the end of the desired text (the marked text will be displayed in RED), and press the key for the action to be taken (see table below).

## The available keyboard commands are:

Key	Result
Ctrl+M	Start 'Mark' operation from current cursor position
Ctrl+Y	Cut current marked area from text. The cut text can then be pasted to a new location at the selected cursor position.
Ctrl+C	Copy marked area to 'Mark' buffer. The copied text can then be pasted to a new location at the selected cursor position.
Ctrl+P	Paste contents of the 'Mark' buffer to current cursor position.
Ctrl+Q	Cancel current 'Mark' operation, return to normal text editing

### SEARCHING AND REPLACING ADDED TEXT IN FORMS

You can search for and replace text in a form.

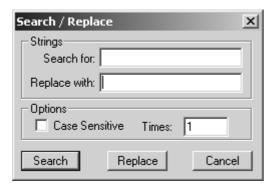
### NOTE:

This search and replace is only operative on the selected text in the current form.

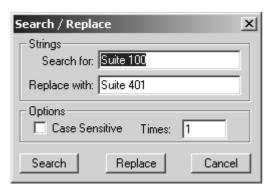
## → To search for and replace text:



- **6.** Click on the Edit tool and click on the text you want the search and/or replace to be performed on.
- **7.** Press **Ctrl+R**. The Search/Replace dialogue will be displayed.



- **8.** Type in the 'Search for' text string and/or the 'Replace with' text string.
- **9.** If applicable, select the Case Sensitive checkbox and enter the number of Times required.
- **10.** Click on the Search and Replace buttons as required.

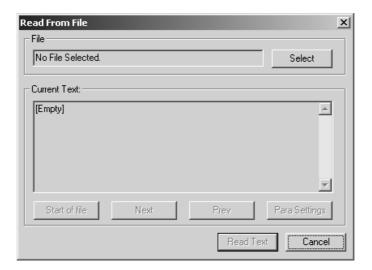


### IMPORTING TEXT

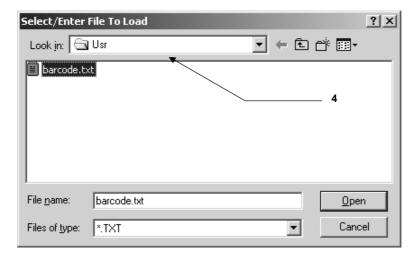
You can import text from an ASCII text file when you add or edit text. The text file must have a .TXT file extension and be located in the \PARIS\USR directory.

# → To import text into a form: A

Select the Text tool and position the cursor at the point where you wish to start importing text. Press **Ctrl+T** to display the Read From File dialogue.



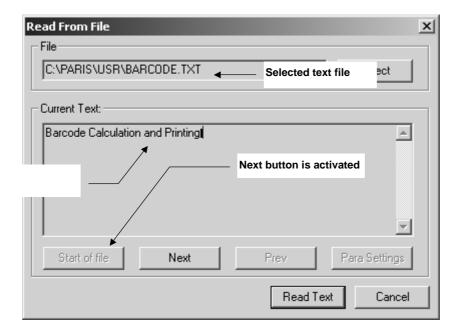
Click on the Select button. The Select/Enter File To Load (.TXT) dialogue will be displayed.



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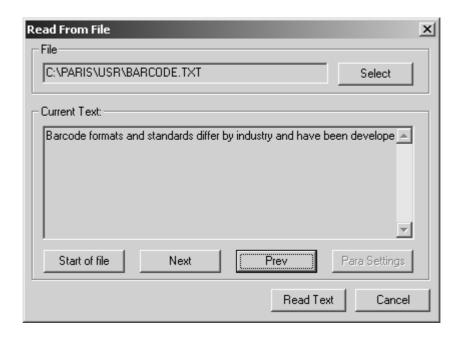
Select the required text file from the list and choose OK. You will be returned to the Read From File dialogue with the selected file indicated in the File field.

The first line of text in the file will be displayed in the Current Text field. The Next button will be enabled.



Selecting the Next button will display the next line of text in the file and enable the Start of File and Prev buttons.

Select the Next button until the required line of text is displayed. (Selecting the Prev button will return you to the previous line, selecting the Start of File button will return you to the first line in the file.)



Click on the Read Text button. The line of text in the Current Text field will be copied into the selected static form text at the cursor.

#### Either:

Press Ctrl+W to bring in each subsequent line of text.

### Or:

Press **Ctrl+T** to again display the Read From File dialogue. The Current Text field will display the next line of text in the file after the one just copied.

Select the Next button until the next line of text required is displayed then select the Read Text button.

Repeat steps 7 and 8 as required.

## USING THE FONT VIEW DIALOGUE TO ADD A NON-KEYBOARD CHARACTER TO ADDED TEXT

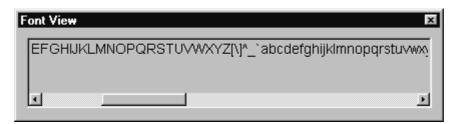
The Font View dialogue is a useful for adding non-keyboard characters from a font's character set.

If you are adding or editing text, you can use the Ctrl+V keys to display the Font View dialogue and add a character to text.

To use the Font View dialogue, you must be in Add Text or Edit Text mode (that is with the Text or Edit tool selected and the cursor placed on the form).

### → To select a character:

- 1. Position the cursor at the point where you wish to add the character(s).
- **2.** Press Ctrl+V. The Font View dialogue will be displayed.



- **3.** Use the scroll bar to scroll through the character set until the required character is in view.
- **4.** Double-click on the character to add it at the current cursor position.
- **5.** Repeat the process to add further characters.

# APPENDIX C

# **PARIS FILENAMES AND DIRECTORIES**

# FILENAMES AND DIRECTORIES

Many of the elements used in Paris system are stored in files in separate directories within the PARIS directory on the hard disk of your PC.

The following table shows the elements and their filename extensions and the directories in which the files are stored.

Element	Filename Extension	Directory
Printstream data files	*.DTA	PARIS\DTA
Font list files	*.FLT	PARIS\FNT
Image/Graphic files	See following page	PARIS\GRF
Environment file	*.ENV	PARIS\ENV
Page definitions (external)	*.PGF	PARIS\ENV
Translation tables	*.TLT	PARIS\ENV
Input character filters	*.FIL	PARIS\ENV
PCC & Channel Assignments	*.PCC	PARIS\ENV
Output settings list	*.OUT	PARIS\OUT
Color Palette	*.PAL	PARIS\ENV

### **GRAPHIC FILES**

Graphic file types supported are:

- ASCII, ATT,
- BMP, BRK,
- CALS, CLP, CUT,
- DCX, DIB,
- G3, G4, GIF, GX2, ICA,
- ICO, IFF, IMG,
- JPEG,
- KFX,
- LV,
- MAC, MSP,
- PCD, PCX, PICT\*, PSD,
- RLE,
- SUN,
- TGA, TIFF,
- WMF\*, WPG\*,
- XBM, XPM, XWD.

All the above file types must be stored in the PARIS\GRF directory to be accessed when importing an image file.

<sup>\*</sup> Raster only. Photo CD read only.

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